Hyperion Enterprise®

Release 5.5

Getting Started

Hyperion®

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Contents

Preface

Purpose

This guide provides you with all the information you need to start using Hyperion Enterprise. It explains all of Hyperion Enterprise's features and options, and contains the concepts, processes, procedures, formats, tasks, and examples you need to use the software.

Audience

This guide is for users and system administrators who are responsible for customizing and using Hyperion Enterprise.

Related Documentation

In addition to *Hyperion Enterprise Getting Started,* the Hyperion Enterprise online documentation set includes the following guides:

- The *Hyperion Enterprise Administrator's Guide* for administrators and managers to use in setting up and maintaining Hyperion Enterprise applications
- The *Hyperion Enterprise User's Guide* for users who work with Hyperion Enterprise applications
- The *Hyperion Enterprise SQL Technical Reference* for programmers and system administrators maintaining Sybase or Oracle databases with Hyperion Enterprise applications

- The *Hyperion Enterprise Developer's Toolkit* for programmers and system administrators who want to access the Hyperion Enterprise Application Program Interface (API)
- *Hyperion Reporting User's Guide* for users of Hyperion Reporting
- *Hyperion Reporting Getting Started* for users who want basic information about creating reports and books

Documentation from Other Companies

In addition to this guide, you might want to use these written materials:

- The *Microsoft Windows User's Guide*, for more information about running applications in the Microsoft Windows environment
- The *Microsoft Excel User's Guide*, for more information about working with Excel
- The *Lotus 1-2-3 for Windows User's Guide*, for more information about working with Lotus 1-2-3
- The *MS-DOS Operating Manual*, for information on performing specific MS-DOS® tasks

Conventions

The following table shows the conventions used in this document.

Table i: Conventions Used in This Document

Item	**Meaning**
➤	Arrows indicate the beginning of a procedure, which consists of one or more sequential steps.
Brackets [ ]	In examples, brackets indicate that the enclosed elements are optional.
Bold	Boldface text indicates words or characters that you type exactly as they appear on the page or menu commands and selections shown in procedures.
`Example text`	Text shown in this font indicates that the material shown is an example for your use.

Table i: Conventions Used in This Document (Continued)

Item	Meaning
Ctrl + 0	Keystroke combinations indicate that you should press the keys simultaneously (yet still somewhat sequentially) as shown.
Italics	Italic text indicates a variable field in command syntax. Substitute your own values in place of the variable shown in italics.
Ellipses (...)	Use of an ellipses indicates an omission of irrelevant material, which is typically used in an example to show only the relevant material.
Menu commands	Menu commands are presented in the following format: ***Menu name > Menu command > Extended menu command*** For example: **File > Desktop > Accounts**
n, x	The variable *n* indicates that you must supply a generic number; the variable *x* indicates that you must supply a generic letter.

Additional Support

In addition to using the documentation and online Help, Hyperion Solutions offers the following additional support for product information.

Ordering Documentation

Additional copies of printed documentation may be ordered through your local support office.

Training Services

Hyperion Solutions offers two avenues for classroom training: direct training by Hyperion Solutions professional training staff, available for all Hyperion Solutions products, and through partner-owned authorized training centers for selected courses and partner-developed courses.

Hyperion Solutions provides training geared to end users, administrators, and IS professionals. Classroom training is delivered in the formats and locations needed by diverse, global customers. Custom training -- training on the configured and tailored applications that employees will use on the job -- is another option to enhance user productivity and ensure smooth day-to-day operations.

Hyperion Solutions offers multimedia training in a variety of formats for selected products and topics, and new programs are always in development. Several of our end user training courses are available as computer-based training (CBT) courses, which provide a cost-effective means of giving users a hands-on introduction to product features and functions. In addition, we offer videotape- and CD-ROM-based training as a source of skills enhancement beyond basic user training, again for selected products and topics. CBT and multimedia provide high-quality interactive training at the end user's convenience, regardless of location.

For more information about training, contact your local support office.

Consulting Services

The company's consulting services are globally coordinated, with a regional focus. Hyperion Solutions Consulting Services provides design review, project management, implementation, technical, and additional support across the full product line. Consulting services are also available from our Hyperion Solutions Alliance Partners, and information about these services can be found on the Hyperion Solutions Web site (www.hyperion.com). For more information, please contact your local support office.

Technical Support

Telephone and Web-based support are provided to ensure clients resolve any product issues quickly and accurately. It is available for all Hyperion Solutions products at no additional cost to clients with a current maintenance agreement. Additional support is available for clients with 7x24 coverage needs or global requirements that include multiple languages and time zones. For more information, contact your local support office.

Support Page on the Web

Detailed information about Hyperion Solutions support programs may be found on our secured Web site for clients, the Support Page (select "Support" from the corporate Web site, www.hyperion.com). The site offers a vast array of support information, product news and updates, training schedules and online enrollment forms, documentation information, downloadable patches, release notes, installation instructions, technical support information and online submission forms, user forms, product modification request listings and lookups, product help, user group meetings, committee meeting minutes and schedules, and a User Forum. To find out how to register for access to the site, contact your local support office.

Chapter
1

What's New in this Release

This chapter explains the new features and enhancements to existing features that are available in Hyperion Enterprise Release 5.5. The topics in this chapter are organized by the module in which you access the feature from the Hyperion Enterprise Desktop, and Hyperion Enterprise add-on modules. For information about new features in the Statutory Consolidation Engine (SCE), see the *Hyperion Enterprise Statutory Consolidation Engine Guide*. For information about new features in Sites for Hyperion Enterprise, see the Sites for Hyperion Enterprise documentation set.

Significant Features in Hyperion Enterprise

The following features are new in Hyperion Enterprise Release 5.5.

Data Server Administrator

Hyperion Enterprise includes the Hyperion Enterprise Data Server Administrator Utility that enables you to update and maintain settings that impact how users access your Hyperion Enterprise application and its data and send instant messages to users currently logged on to the system. You can put your Hyperion Enterprise application into three modes:

- Read-Only – When an application is in read-only mode, Hyperion Enterprise prevents any data loads, Retrieve HPLNKs, and maintenance. You cannot create new reports; however, you can view and modify existing reports. You can change row and column headings, but cannot change the report label name and description. Any changes you make to a report are not saved. You also cannot change the page format or page setup options, such as font size, when you preview a report. The application cannot be placed in Read-only mode if it is in client mode.

- Client – When you use this mode, the system loads data through a specific data server. When you enter a server address and port, the system only loads applications that are on that specified server.
- Single User – Use this mode when a system administrator needs to do application maintenance that requires all users to be logged off of the system. When you set your Hyperion Enterprise application into single user mode, only the system administrator can log on. The application must be in Client mode in order to be placed into Single User mode.

Note: There can be no other users logged into the application when placing the application into any of the previous modes.

For more information on this feature, see the *Hyperion Enterprise Administrator's Guide*.

Database

Lock or Unlock Posted Journals - You can now disable posting of journals to any entity and period combination in Hyperion Enterprise 5.5 by locking an entity and period combination. When you lock posted journals for an entity and period combination, the system prevents the journal from being posted to the locked entity and period combination. However, you can still create an unposted journal for the entity and period combination.

When you lock an entity and period combination, a locked status symbol displays in the period that is locked.

For more information on this feature, see the *Hyperion Enterprise Administrator's Guide*.

Entities

In Hyperion Enterprise 5.5, the option to purge unowned entities is now available. Unowned entities are entities that do not belong to any organization. The system retains all data associated with unowned entities. If you add an unowned entity to any organization, the data for the entity remains intact. When you no longer need an unowned entity, you can purge it from the system. Purging unowned entities removes them from the system permanently. All data associated with the entity is deleted. If an entity is unowned, it is placed in the Entities to Purge list.

You can purge unowned entities locally or on the server. If you want to purge unowned entities on a server, select the **Server Enable** checkbox on the Purge Unowned Entities window. Purging unowned entities on a server improves performance.

Note: An entity is considered unowned only if it is not directly owned by another entity in any category or period. Therefore, an entity, whose direct parent is an unowned entity, is not considered unowned because it is still owned by a parent. For example, if you delete an entity that has children, the children are not unowned until the parent is purged.

For more information, see the *Hyperion Enterprise User's Guide*.

Hyperion AutoPilot

The following new tasks have been added to AutoPilot. For more information, see the *Hyperion AutoPilot for Hyperion Enterprise Quick Reference Card*.

Table 1: Hyperion AutoPilot Tasks

Task	Description
Page Format Load and Setup	Loads page format information for reports.
Page Format Extract and Setup	Extracts report page format information.
Load an Enterprise Application	Loads a Hyperion Enterprise application from an ASCII file.
Extract an Enterprise Application	Extracts a Hyperion Enterprise application to an ASCII file.
Load Formulas	Loads Hyperion Enterprise formulas from a load file.
Extract Formulas	Extracts Hyperion Enterprise formulas to an extract file.
Check Methods	Checks all Hyperion Enterprise methods.
Load Journals	Loads journals from a load file.
Extract Journals	Extracts journals to an extract file.
Load Shares	Loads shares from an ASCII file.

Table 1: Hyperion AutoPilot Tasks (Continued)

Extract Shares	Extracts shares to an ASCII file.
Load Security	Loads security to Hyperion Enterprise from an ASCII file.
Extract Security	Extracts security from Hyperion Enterprise to an ASCII file.
Change Application	Changes the current Hyperion Enterprise application.
Lock Entity Data	Locks periods of entity data.
Unlock Entity Data	Unlocks periods of entity data.
Lock Entity List Data	Locks periods of entity list data.
Unlock Entity List Data	Unlocks periods of entity list data.

Journals

The following new features have been added to the Journals module.

Save As Functionality - You can now save an entire journal to a different label. The new journal must be in the same category and will be saved as the same type of journal. The status of the new journal is Unposted.

Batch Posting Enhancements - In earlier releases of Hyperion Enterprise, if an invalid journal was found during the Batch Posting process, the process stopped. In Hyperion Enterprise 5.5, if an invalid journal is encountered while posting multiple journals, the system continues processing the remaining journals and an error message is written to the ERROR.LOG detailing the problem journal or journals.

For more information, see the *Hyperion Enterprise User's Guide*.

Security

- Hyperion Enterprise 5.5 includes a new Security module with an improved user interface and workflow. Hyperion Enterprise security still functions the same as in previous releases of Hyperion Enterprise and you do not need to recreate or reload your existing security.

- Security can be accessed from the Start menu or the Hyperion Enterprise application module.
- The following tasks have been made securable:
  - Setting the application into Single-User mode
  - Setting the application into Read-Only mode
  - Sending a broadcast message
  - Setting a journal posting lock
  - Setting a journal posting unlock
- The new Security module allows you to set password expirations for users' passwords. The maximum number of days is 365.

  Note: If a user's password is set to expire while the application is in Read-Only mode, the user is not prompted to change their password until the application is in Write mode.

  Password expiration does not apply when an application is in Read-Only mode because changing a password requires write access to an application file and there can be no writing to any file when an application is in Read-Only mode.

For more information, see the *Hyperion Enterprise Administrator's Guide*.

Server

The following processes have been server-enabled:

- Calculate Formulas
- Journal Lock and Unlock
- Purging Unowned Entities
- Batch Posting of Journals

For more information, see the *Hyperion Enterprise Administrator's Guide*.

Chapter 2

About Hyperion Enterprise

Hyperion Enterprise is an advanced management reporting and consolidation system. Hyperion Enterprise handles a wide range of financial management tasks in a graphical, user-friendly environment. You can use the following features to collect, consolidate, analyze, and report on business information:

- Data entry, loading, and retrieval
- Currency translations
- Intercompany eliminations
- Graphical organization charts
- Dynamic organization structures
- Multiple consolidation paths
- Powerful and flexible report writing
- Linking to Hyperion Enterprise data from Microsoft Excel and Lotus 1-2-3 using Hyperion Retrieve
- Comprehensive online help system consisting of window and dialog box options and user and administrator documentation

Features in Hyperion Enterprise

Hyperion Enterprise allows you to enter, consolidate, and report on data in a variety of ways. The following figure shows an overview of the system's capabilities.

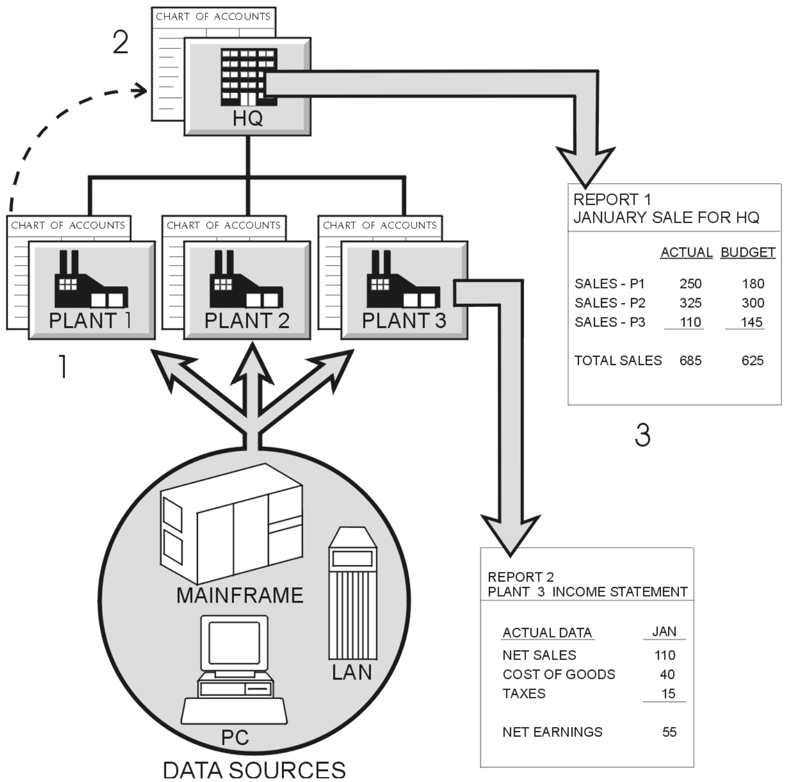


Figure 1: System Capabilities

1. Enter or load data into base entities.
2. Consolidate data along the lines of your organization.
3. Include data and text from anywhere in your organization in reports.

You can use a variety of data sources to enter financial data for an organization and its individual entities. For example, you can use schedules, journals, or data loads to enter information into the system. You can then perform consolidations, eliminations, and any other calculations and operations you specify.

Flexible reporting in Hyperion Enterprise allows you to generate customized reports that represent the data in your system in clear, understandable formats. You can produce reports based on data in both base and parent entities. For information on building and maintaining reports and books in Hyperion Enterprise Reporting, see the *Hyperion Enterprise Reporting User's Guide* and *Hyperion Enterprise Reporting Getting Started*.

Applications

An application is a set of elements such as organizations, accounts, and data categories that you use together to define a financial structure. You can create as many applications as you need. For example, you might want to set up one application to report on tax data for several organizations and another application to handle Security and Exchange Commission data for other organizations.

You can use the graphical user interface to define the elements in an application, or you can load application files that contain definitions of these elements. For more information on defining applications, see the Creating Applications chapter in the *Hyperion Enterprise Administrator's Guide.* For more information on loading and extracting applications, see the Maintaining Applications chapter in the *Hyperion Enterprise Administrator's Guide.*

Data Entry and Loading

You can enter data into the system manually using schedules, journals, or the database, or you can load data from external sources, such as mainframe systems.

The following figure shows the types of data entry and loading.

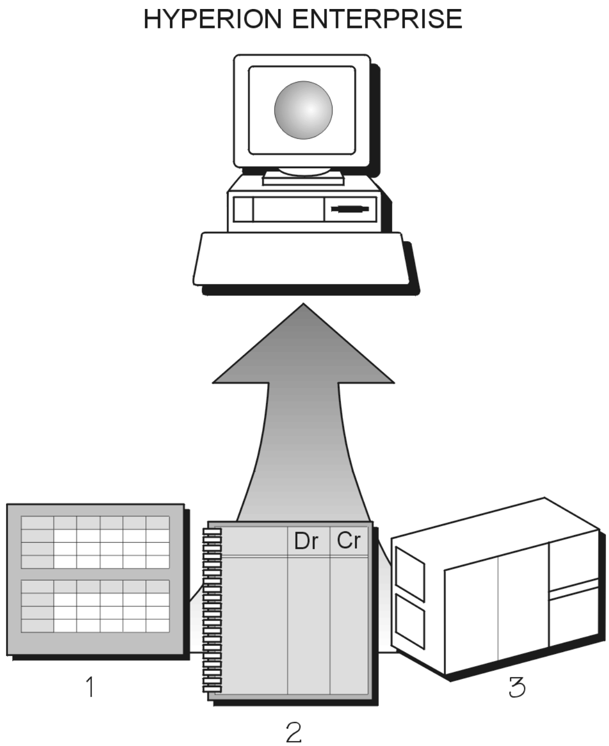


Figure 2: Types of Data Entry and Loading

1. Manually enter data using schedules.
2. Enter data or adjustments using journals.
3. Load data from external systems.

Schedules

Schedules are tables of accounts and periods for a specific reporting entity and category of data. You can use schedules to view and enter data. A schedule can contain one or two account lists. For example, you can set up a schedule that contains a list of input accounts and a list of calculated accounts, so you can see the results as you enter data.

You can also use Hyperion Schedules to enter and modify Hyperion Enterprise data. Hyperion Schedules is a more powerful data entry tool that uses reports as forms for data entry. For example, you can create a report with accounts in the columns and entities in the rows. You can then open the report in Hyperion Schedules and modify the data for those accounts and entities. For more information on schedules, see the Entering Data in Schedules chapter in the *Hyperion Enterprise User's Guide*.

Journals

Journal entries allow you to maintain an audit trail. You can make journal entries to adjust the data in accounts for reporting entities in your organization that allow journal adjustments. When you post a journal, the system stores its debit and credit entries. For more information on journals, see the Entering Journals chapter in the *Hyperion Enterprise User's Guide*.

Load and Extract

The load and extract features of the Database module allow you to transfer data between different locations or applications in Hyperion Enterprise, and between Hyperion Enterprise and other systems. For example, you can load data into Hyperion Enterprise from a general ledger.

When you load or extract data, you use data formats to tell Hyperion Enterprise how to interpret data from external systems. For example, a data format can specify entity and account conversion tables to match Hyperion Enterprise entities and accounts with entities and accounts in external systems. For more information on loading and extracting data in ASCII files, see the Loading and Extracting Data chapter in the *Hyperion Enterprise User's Guide*.

Organizations

You create organizations to define the relationships among the entities in an organization. You can create multiple organization structures in one application to track different data or to track the same data in different ways. For example, you can create an organization that tracks data by region and another that tracks data by product type.

Dynamic organizations track changes to a business structure over a period of time. For example, an entity can be a dependent of one parent in one period, and a dependent of another parent in the next period.

You can assign a holding company to the parent of a group of entities. The group parent of the structure stores consolidated data for the holding company. Separating the holding company from the group parent allows you to report separately in two ways:

- You can report on the revenues from the operations of the holding company
- You can report on the combined revenues from other members of the group

For more information on organizations, dynamic organizations, and holding companies, see the Defining Organizations chapter in the *Hyperion Enterprise Administrator's Guide*.

Consolidation

Consolidation is the process of gathering data from dependent entities and rolling the data up to parent entities. Once you enter or load data into dependent entities, you perform a consolidation to roll up the data through the organization. As data consolidates, standard and custom consolidation and translation methods perform calculations on the data. If you need to change data for some entities after the initial consolidation, you can reconsolidate only the impacted entities and periods.

Hyperion Enterprise meets worldwide financial consolidation requirements with the following features:

- Tracking organization changes by period and category. For more information, see the Defining Organizations chapter in the *Hyperion Enterprise Administrator's Guide*.
- Automatically creating organization structures based on ownership. For more information, see the Defining Organizations chapter in the *Hyperion Enterprise Administrator's Guide*.
- Automatically proposing consolidation percentages and methods based on percent control. For more information, see the Defining Organizations chapter in the *Hyperion Enterprise Administrator's Guide.*
- Storing proportion, elimination, and translation detail for analysis and reporting. For more information, see the Creating Applications chapter in the *Hyperion Enterprise Administrator's Guide*.
- Using custom functions with up to four parameters to handle special consolidation requirements. For more information, see the Defining Formulas chapter in the *Hyperion Enterprise Administrator's Guide*.

Consolidation Detail

You can store and report on consolidation detail to provide an audit trail of the consolidation process. Consolidation detail consists of the following separate values for each dependent-parent relationship:

- Translation detail is the result of data from a dependent entity translated to the currency of its parent.
- Proportion detail is the amount of the translated value that the parent owns of the dependent entity.
- Elimination detail is the amount that consolidates to the parent after intercompany eliminations.
- Parent adjustment detail is the total balance of all parent journal adjustments made to the amount that the dependent contributes to the parent. For more information on parent journals, see the Entering Journals chapter of the *Hyperion Enterprise User's Guide*.

Consolidation detail is the resulting value that you apply to the parent after you apply proportion, elimination, and adjustment values to the value of the translated dependent. For more information on reporting on consolidation detail, see the *Hyperion Reporting User's Guide.*

Data Calculation

You use formulas to tell the system how to calculate account values and translate and consolidate data. You combine formulas to create a method that defines how the application manages data. The system uses three kinds of methods: chart, translation, and consolidation.

Note: Methods are referred to as logic in previous releases of Hyperion Enterprise.

Chart methods determine how the system performs calculations in the chart of accounts. For example, you can define a chart method that calculates specific accounts, such as Net Sales, by subtracting Returns from Total Sales. One chart method can define the entire chart of accounts.

Translation methods determine how values in dependent entities translate data to their parents during consolidation. For example, you can define different translation methods for entities that follow FASB8 translation and those that follow FASB52 translation.

Consolidation methods determine how values in dependent entities roll up to parent entities during consolidation. You use consolidation methods to define such processes as accruals, eliminations, and reclassifications. For more information on chart, consolidation, and translation methods, see the Defining Formulas chapter in the *Hyperion Enterprise Administrator's Guide*.

The Formulas window has a graphical user interface that eliminates the need to create scripts to define and maintain methods. Features such as the spreadsheet-like interface and Paste Function menu command simplify method setup.

You can define update rules that distribute values to accounts in other entities during intercompany eliminations. The system extracts the source value from the account to which you attach an update rule and distributes it to the specified entities. For more information on update rules, see the Defining Formulas chapter in the *Hyperion Enterprise Administrator's Guide*.

You can define custom functions with up to four parameters. You can use custom functions to create new functions or combine existing functions. For more information on custom functions, see the Defining Formulas chapter in the *Hyperion Enterprise Administrator's Guide*.

You can also use formulas to define dynamic view accounts. Dynamic view accounts store a ratio or calculation instead of a value. This allows you to see calculated account values based on the current frequency. You can use dynamic view accounts to eliminate the need to create duplicate accounts that store ratios or subtotals for different frequencies. For more information on dynamic view accounts, see the Defining Accounts chapter in the *Hyperion Enterprise Administrator's Guide.*

Account and Entity Lists

You can use dynamic and fixed lists to group accounts and entities. Dynamic lists are based on selection criteria that you specify. The system updates dynamic account and entity lists as you add or remove accounts or entities that meet the selection criteria.

Fixed lists contain only accounts or entities that are manually assigned to the list.

You can use lists for data entry or reporting instead of referencing individual accounts or entities. For example, you could use a dynamic account list in a schedule and a report to enter and report on the data for all input accounts. For more information, see the Defining Lists chapter in the *Hyperion Enterprise Administrator's Guide*.

Codes

You can use codes as an additional identifier to filter and select accounts, entities, methods, and journals. When you define application elements, you can assign an existing code to each element. You define codes in the Applications window, and you assign codes in the Accounts, Entities, Formulas, and Journals windows.

Codes add another method of classifying Hyperion Enterprise data. You can use codes as alternate definitions of application elements for building lists, methods, and reports. For example, you can define a dynamic account list that includes all accounts with the code Profit and Loss. Whenever you assign the Profit and Loss code to an account, the system adds the account to the list. You can then use the list to enter data and to run reports on that data.

Security

Hyperion Enterprise security is a system that you can use to secure all tasks and application elements in a Hyperion Enterprise application. The decentralized approach of the security system simplifies maintenance and allows it to be accomplished without restricting user activities. When you add users to the system, the users inherit access rights to classes of the securable items based on the user group to which they belong.

A security class is a collection of related items to which you can restrict access. For example, you might place all input accounts in one class and all asset accounts in another class. You can group users by department, function, seniority, or any other criteria. You then assign access rights to security classes for groups and users to define what users can do with the items in a security class. For more information on users and user groups, security classes, and access rights, see the Setting Up Security chapter in the *Hyperion Enterprise Administrator's Guide.*

Hyperion Enterprise Product Set

Hyperion Enterprise works with companion products that enhance your ability to manage financial data. The following products are shipped with Hyperion Enterprise:

- Hyperion Allocations
- Hyperion AutoPilot32 for Hyperion Enterprise
- Hyperion Enterprise Developer's Toolkit (API)
- Hyperion Enterprise Application Server
- Hyperion Retrieve
- LedgerLink
- Sites for Hyperion Enterprise
- Statutory Consolidation Engine

Hyperion Allocations

Hyperion Allocations allows you to distribute data in a Hyperion Enterprise application across entities, accounts, and periods. You can allocate data from one entity to many related entities, from a major account to its subaccounts, or from one time period to a range of periods.

You can specify entities, accounts, periods, and categories for an allocation, or you can set variable points of view to make an allocation function differently depending on the set in which you run and post the allocation. For more information, see the Hyperion Allocations chapter in the *Hyperion Enterprise User's Guide*.

Hyperion AutoPilot32 for Hyperion Enterprise

Hyperion AutoPilot32 for Hyperion Enterprise automates a series of Hyperion tasks into one task flow. Creating a task flow automates regularly scheduled activities, such as printing a monthly income/expense report. You can create as many task flows as necessary to customize your Hyperion Enterprise activities. Hyperion AutoPilot32 allows you to automate activities such as bulk data loading, consolidating across a range of categories and organizations, and posting journals for a range of periods. For more information, see the *Hyperion AutoPilot32 for Hyperion Enterprise Guide*.

Hyperion Enterprise Developer's Toolkit (API)

The Hyperion Enterprise Developer's Toolkit (API) allows programmers and system administrators to access the Hyperion Enterprise Application Program Interface (API). The Hyperion Enterprise API allows you high-level access to Hyperion Enterprise data from any program. The Hyperion Enterprise Developer's Toolkit is written primarily for Visual Basic programmers, and it also provides C equivalents for each function. It provides information on how to use basic and advanced functions and spreadsheet add-in functions, as well as table IDs, associated tables, and query attributes. For more information, see the *Hyperion Enterprise Developer's Toolkit (API)*.

Hyperion Enterprise Application Server

The Hyperion Enterprise Application Server is a Windows NT-based application server. When you use the Hyperion Enterprise Application Server, processing takes place on the application server instead of the client workstation. Hyperion Enterprise Application Server is designed to offer a solution to high-volume processing on the client machines that might result in a high-level of network traffic and affect your machine's performance during processing. It allows you to quickly and easily add processing power without upgrading the existing hardware and software on your client workstations. As your application expands, and as the number of client users increases, users are not constrained by possible processing limitations of client machines.

In addition, because data is processed remotely instead of locally, you can use your workstation during processing. For example, while data is being processed, you can minimize or close Hyperion Enterprise and perform other activities outside of Hyperion Enterprise. For more information on Hyperion Enterprise Application Server, see the *Hyperion Enterprise Administrator's Guide*.

Hyperion Retrieve

Hyperion Retrieve allows you to access Hyperion Enterprise data from Lotus 1-2-3 or Excel worksheets. You can then use the spreadsheet software to analyze and manipulate the data, and produce reports and graphs. You can use Hyperion Retrieve with multiple Hyperion Enterprise applications. You can include Hyperion Retrieve formulas in Hyperion Analyst queries. For more information, see the Hyperion Retrieve chapter in the *Hyperion Enterprise User's Guide*.

LedgerLink

LedgerLink automates the process of translating and importing data into Hyperion Enterprise. You can set up customized templates for each external application. You can target templates to specific software applications, such as Oracle General Ledger. You can then import data from a variety of different ledger and feeder systems without modifying the ASCII files that contain the data. For more information, see the LedgerLink chapter in the *Hyperion Enterprise User's Guide*.

Sites for Hyperion Enterprise

Sites is an add-on module available with Hyperion Enterprise. You use *Sites* to manage and maintain Hyperion Enterprise applications in a distributed application environment. *Sites* divides all corporate sites into headquarters and reporting sites. System administrators at the headquarters site can build and roll out a company-wide financial reporting application to all reporting sites. Administrators can collect data from each reporting site on a regular basis and maintain all corporate data at headquarters. Headquarters administrators can also control the capabilities of the reporting sites when they are setting up reporting sites definitions.

Sites is compatible with the file-based and SQL versions of Hyperion Enterprise. This documentation is designed for an organization's headquarters, which has access to all the functions in *Sites*. For more information about Sites for Hyperion Enterprise, see the Sites for Hyperion Enterprise documentation set.

Statutory Consolidation Engine

The Statutory Consolidation Engine (SCE) is an add-on product that works with Hyperion Enterprise and SQL version of Hyperion Enterprise to improve consolidation performance and functionality when the application has a sparse data population, and one or more of the following conditions apply:

- The size of the chart of accounts is inflated by an extensive use of intercompany details.
- Conditional rules must be defined for intercompany transactions.
- Complex consolidation methods must be defined to calculate item and consolidation reserves, and to generate a detailed audit trail of the consolidation process.

For more information and the Statutory Consolidation Engine, see the *Hyperion Enterprise Statutory Consolidation Engine User's Guide*.

Chapter 3

Hyperion Enterprise Desktop

The Hyperion Enterprise Desktop is the starting point for all operations within the system. It appears after you enter your user ID and password in the Login dialog box. The Desktop contains icons that represent the modules in the system. You select an icon to access the module it represents.

The Desktop remains open at all times. When another window is active, the title bar and toolbar for the Desktop appear above the active window. The Desktop control menu, point of view bar, and toolbar are available regardless of what window is active. If you close all module windows, you return to the Desktop. For more information on the system modules, see Modules on page 35. For more information on desktop icons, see File > Desktop Menu on page 61.

The following figure shows the default Desktop.

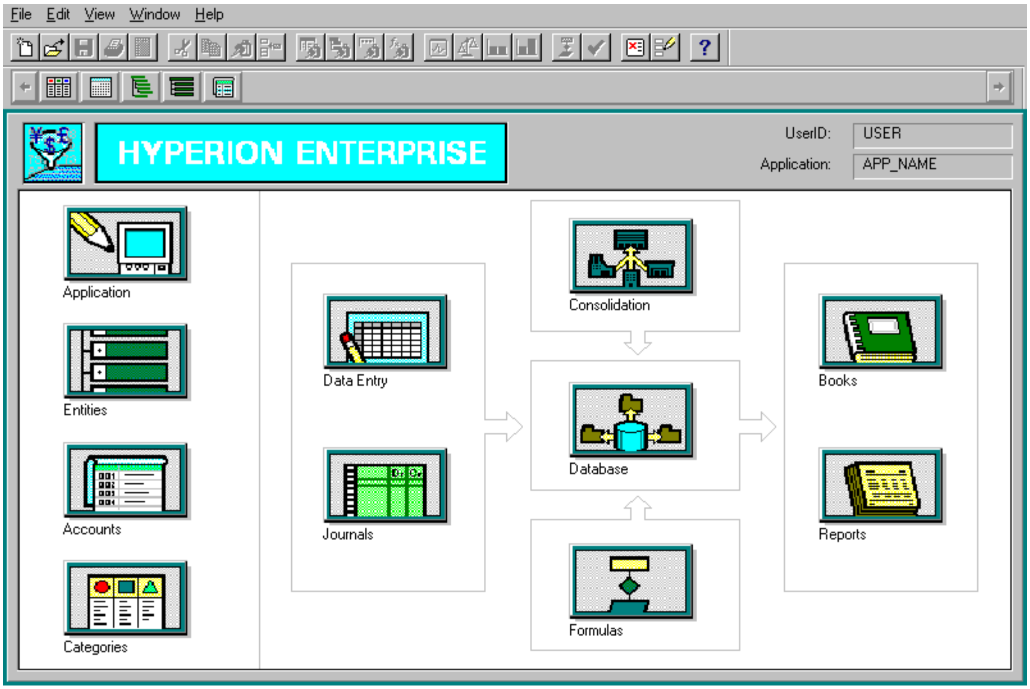


Figure 3: Hyperion Enterprise Desktop

Title Bar

Identifies the system and the application. When you are in a module, the title bar identifies the active window.

Menu Bar

Lists the names of menus you can select to perform different tasks. The menus are standard throughout the system, but the options vary depending on the module you are in. For more information, see Modules on page 35.

Toolbar

Provides quick mouse access to many menu commands used in Hyperion Enterprise. For more information, see Toolbar on page 38.

Point of View Bar

Shows the current category, reporting period, organization, entity, account, and schedule. You can also use the point of view bar to change the frequency, scale, or data view of the current data, or to view parent or consolidation detail if these options were selected when the application was created. The point of view bar can be anchored or floating. For more information on the point of view bar, see Customize the Point of View Bar on page 44.

Icons

Represent the system modules. You can select an icon to access the module it represents. If an icon is gray, it is not available for selection. For more information, see Modules on page 35.

Status Bar

Provides information about the current window, such as whether you can edit. For more information, see Status Bar on page 40.

Modules

You can access all of the Hyperion Enterprise modules from the Hyperion Enterprise Desktop. The modules are represented by icons on the Desktop. You access modules to perform different tasks. The following table describes the Hyperion Enterprise modules and the tasks you can perform in each one.

Table 2: Hyperion Enterprise Modules

Access this module...	To...
Application	• Define applications • Define codes • Define security
Entities	• Define organizations • Define substructures • Define currencies • Define entity conversion tables • Define entity lists

Table 2: Hyperion Enterprise Modules (Continued)

Access this module...	To...
Categories	• Define categories • Set up rollover groups
Accounts	• Define the chart of accounts • Define subaccount tables • Define account conversion tables • Define account lists • Set up intercompany matching
Data Entry	• Define schedules • Enter and edit data in schedules • Calculate formulas
Journals	• Enter journals • Edit journals • Post and unpost journals • Run journals reports
Reports	• Run reports • Define report scripts • Edit report scripts • Import reports • Compile reports • Manage reports
Books	• Run books • Define book scripts • Edit book scripts • Compile books
Consolidation	• Perform consolidation • Run and print intercompany matching reports

Table 2: Hyperion Enterprise Modules (Continued)

Access this module...	To...
Database	• Define the database • Load data • Extract data • Define load and extract formats • Lock and unlock data • Calculate formulas • Copy data between categories
Formulas	• Define methods • Edit methods • Compile methods • Define custom functions • Define update rules

Desktop Features

The Desktop contains the following features that you can use to work with Hyperion Enterprise applications:

- Point of view bar
- Toolbar
- Status bar
- Desktop elements
- Error log

For information on customizing the Desktop, see Customizing Your Desktop on page 42.

Point of View Bar

Shows the current category, reporting period, organization, entity, account, and schedule. You can also use the point of view bar to change the frequency, scale, or data view of the current data, or to view parent or consolidation detail if these options were selected when the application was created. The point of view bar can be anchored or floating. For more information on the point of view bar, see Customize the Point of View Bar on page 44.

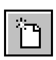
Toolbar

The toolbar provides quick mouse access to many menu commands used in Hyperion Enterprise. It appears in all windows directly below the point of view bar. Not all menu commands are available in all windows; if a menu command is unavailable in the current window, it appears grayed.

If you do not know what menu option a particular toolbar icon refers to, you can hold the mouse pointer over the icon to show the toolbar icon description.

If you want more space available in a window, you can hide the toolbar. For more information, see Show or Hide Desktop Elements on page 41.

The following toolbar icons are available in Hyperion Enterprise:

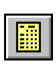


The *New icon* creates an element in the current window. For example, you can select this icon in the Subaccount Tables window to create a subaccount table. It works the same as the File > New menu command.

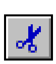
The *Open icon* displays an element in the current window. For example, you can select this icon in the Subaccount Tables window to open a different subaccount table. It works the same as the File > Open menu command.

The *Save icon* saves the data in the current window. It works the same as the File > Save menu command.

The *Print icon* opens the Print dialog box. It works the same as the File > Print menu command.



The *Print Preview icon* shows you how the current data will look when you print it. It works the same as the File > Print Preview menu command.



The *Cut icon* removes selected data and saves it in the clipboard. It works the same as the Edit > Cut menu command.

The *Copy icon* copies selected data and saves it in the clipboard. It works the same as the Edit > Copy menu command.

The *Paste icon* inserts the clipboard contents at the cursor position and replaces any selected data. It works the same as the Edit > Paste menu command.

The *Insert Row icon* inserts a line in the current window or table. It works the same as the Edit > Insert Row menu command.

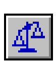
The *Paste Account/Paste Subaccount icon* is a context-sensitive icon that opens the Paste Account or Paste Subaccount dialog box, in which you can select an account or subaccount to insert at the cursor position. It works the same as the Edit > Paste Account or Edit > Paste Subaccount menu command.

The *Paste Entity icon* opens the Paste Entity dialog box, in which you can select an entity to insert at the cursor position. It works the same as the Edit > Paste Entity menu command.

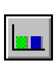
The *Paste Category icon* opens the Paste Category dialog box, in which you can select a category to insert at the cursor position. It works the same as the Edit > Paste Category menu command.

The *Paste Function icon* opens the Paste Function dialog box, in which you can select a function to insert at the cursor position. It works the same as the Edit > Paste Function menu command.

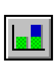
The *Frequency icon* opens the Point of View dialog box Data tab, in which you can select a different frequency for the current window.



The *Scale icon* opens the Point of View dialog box Data tab, in which you can select a different scale for the current window.



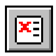
The *View Periodic icon* switches the current view to periodic.



The *View Category-to-Date icon* switches the current view to category-to-date.

The *Calculate Formulas icon* calculates formulas for the data in the current window. It works the same as the Task > Calculate Formulas menu command.

The *Check icon* compiles selected reports or methods. It works the same as the Task > Check menu command.



The *View Error Log icon* shows any errors you encountered while using Hyperion Enterprise. It works the same as the View > Error Log menu command. This icon is available in every window.

The *Edit Point of View icon* opens the Point of View dialog box, in which you can select a different category, period, organization, entity, account, frequency, scale, data view, or schedule.

The *Help icon* opens the Help window, which displays the help topic for the active window. You can also double-click on this icon to display the Help system's Search dialog box. This icon is available in every window.

Status Bar

The status bar shows information about the system that varies depending on the window. All windows can display status messages, which indicate whether you can modify information.

The word Locked appears when the information in the current window is locked, indicating that you cannot change any data. This icon indicates that you have security rights that allow you to modify information in the current window, but that the table is being used elsewhere in the application. You can view the information, but you cannot make any changes to it.

For example, suppose you want to change data in the Actual category for the Eastern Sales entity. If another user is editing the Actual category for the Eastern Sales entity, you cannot change the data until the other user finishes making changes.

The word Read appears when your security rights allow you to view the current data but not modify it. This icon might appear if you have more than one module open. If you need edit rights and do not have them, contact your system administrator.

Show or Hide Desktop Elements

You can hide the toolbar or point of view bar if you want to have more space available in a window. If one of these tools is hidden when you exit Hyperion Enterprise, it remains hidden the next time you access Hyperion Enterprise.

➤ To show or hide the Desktop elements, do one of the following:

- To show the toolbar when it is hidden or to hide the toolbar when it is shown, select **View > Toolbar**.
- To show the point of view bar when it is hidden or to hide the point of view bar when it is shown, select **View > Point of View Bar,** then select or deselect the Point of View Bar check box.

View the Error Log

You can open the Error Log dialog box and view any error or message you encounter while using Hyperion Enterprise. The Error Log dialog box does not display messages received by other users. You can set up your system to erase the error log each time you exit Hyperion Enterprise, or you can append the error log for the current session to the error log for the previous session. For more information on setting error log preferences, see the Creating Applications chapter of the *Hyperion Enterprise Administrator's Guide*. For more information on printing, see Setting Print Options on page 51.

➤ To view the error log:

1. From any window, select **View > Error Log**.

Tip: You can also select the Error Log toolbar icon.

2. Do one or more of the following:
   - To view the errors in the dialog box, scroll through the text box.
   - To print the errors or save them to a file, select **Print**.
   - To delete the errors and close the error log, select **Clear**.
   - To close the error log without clearing the error messages, select **OK**.

Customizing Your Desktop

Although the Hyperion Enterprise system administrator sets up the structure of your application, you can customize the following options to determine the appearance of Hyperion Enterprise:

- Colors and other preferences
- Your password
- The data point of view
- Whether to show or hide the toolbar and point of view bar

Hyperion Enterprise stores your preferences in your HYPENT.INI file.

Select the Point of View

The point of view is a set of elements you define to specify which data Hyperion Enterprise accesses when you start an application. For example, if you usually work with the organization called Corporate in the Worldwide Consolidated application, you select Corporate as the organization for that application. Corporate remains the current organization until you select a different one.

You use the point of view bar to select the current category, reporting period, organization, entity, account, and schedule. You can also view elements such as frequency, scale, and data view. You can view parent or consolidation detail if these options were selected when the application was created.

You can also set Parent and Consolidation details. To see these components for the Org-by-Period applications in the POV bar, select the Parent Entity and Consolidation Detail buttons in the Point of View dialog box.

To access the Data Entry, Books and Reports, or Database module, you must select an Organization and an Entity in the point of view. To access the Journals module, you must select an Organization and a Category in the point of view. To access the Consolidation module, you must select a Category point of view. In the Entities module in an organization that varies by category and period, you must first select a Category and Period.

The system saves the point of view you select in your HYPENT.INI file. For example, suppose you use the point of view bar to select November 1999 as the current period. The system uses November 1999 until you use the point of view bar to change it. You can change the point of view settings from any window except for windows in the Accounts, Category, and Formulas modules.

➤ To select the data point of view:

1. From the Desktop or a window that uses the point of view, select **Edit > Point of View** and do one or more of the following:
   - To select a category, select the **Category** tab, then type the category ID in the edit box or select one from the list.
   - To select a period, select the **Period** tab, then type the period ID in the edit box or select one from the list.
   - To select an organization, select the **Organization** tab, then type the organization ID in the edit box or select one from the list.
   - To select an entity, select the **Entity** tab, then type the entity ID in the edit box or select one from the list.
   - To select an account, select the **Account** tab, then type the account ID in the edit box or select one from the list.

     Tip: The account you select for the point of view is used as the current account in reports. Whenever you use the @ACC function in a report, the system uses the data in that account. For more information on the current account in reports, see the *Hyperion Enterprise Reporting User's Guide.*

   - To select the schedule that appears when you open the Data Entry module, select the **Schedule** tab, then type the schedule ID in the edit box or select one from the list.
   - To select a parent, select the **Parent** tab**,** then type the parent ID in the edit box or select one from the list.
   - To select consolidation detail, select the **Consolidation Detail** tab, then select the consolidation detail that you want to display.
2. To change the scale, frequency, or data view, from the Database or Data Entry window, select **Edit > Point of View**, then select the **Data** tab and specify the scale, frequency, or data view.
3. Select **OK**.

Customize the Point of View Bar

You use the point of view bar to select the current category, reporting period, organization, entity, account, and schedule. You can customize the point of view bar from the desktop or any module in Hyperion Enterprise. This allows you to view other point of view elements such as frequency, scale, and data view. You can view parent or consolidation detail if these options were selected when the application was created. You can use the point of view bar to view any combination of the following items:

- Category
- Period
- Organization
- Entity
- Account
- Schedule
- Frequency
- Scale
- Data view
- Parent
- Consolidation detail

You can hold the mouse pointer over a point of view bar button to show its description. The following figure shows a sample point of view bar.

Figure 4: Point of View Bar

When you select a point of view bar button, the Point of View dialog box appears with a list of the items you can select. For example, if you select the entity button, a list of entities appears.

Tip: To make the point of view bar a floating palette, select a gray area of the bar and drag it where you want it. To anchor the point of view bar to the top of the screen, drag the point of view title bar to the top of the screen.

You can hide the point of view bar if you want more space available in a window. If you hide the point of view bar, you can access it using the Point of View toolbar icon, which is shown in the following figure.

Figure 5: Point of View Toolbar Icon

For more information on hiding the point of view bar, see Show or Hide Desktop Elements on page 41.

➤ To customize the point of view bar:

1. Select **View > Point of View Bar**.
2. In the Point of View dialog box, select the buttons you want to display on the point of view bar, then select **OK**.

Accessing Data

You access data in Hyperion Enterprise by selecting an entity, category, period, and account. Once you access data, you can view, edit, extract, or run reports on it. For more information on reports, see the *Hyperion Reporting User's Guide*.

The following figure shows how entities, categories, periods, and accounts are incorporated into reports.

REPORT 1
JANUARY SALE FOR HQ

	ACTUAL	BUDGET
SALES - P1	250	180
SALES - P2	325	300
SALES - P3	110	145
TOTAL SALES	685	625

REPORT 2
PLANT 3 INCOME STATEMENT

ACTUAL DATA	JAN
NET SALES	110
COST OF GOODS	40
TAXES	15
NET EARNINGS	55

Figure 6: Data Access

In the previous figure, Report 1 contains Actual and Budget sales account data for January for the entity HQ. Report 2 shows how Actual data for the entity Plant 3 is used to generate an income statement.

You can edit data using schedules, journal entries, or data load files. You can view data in schedules and the database. You can also extract data to an ASCII file for use with another application.

When you view or edit data in a schedule or the database, you can work with different data by selecting a different entity, category, or both. For example, suppose you have been using Schedule 1 to view data in the Actual category for the Plant 3 entity, and you now want to view Actual data for the Plant 1 entity. You select the entity Plant 1, but you do not have to select the Actual category again, because it is already the current category.

Define User Preferences

You define preferences to set up how Hyperion Enterprise runs on your workstation. For example, you can specify preferences for the way the Enter key behaves or colors for different areas of the Hyperion Enterprise Desktop. You can select preferences for one application at a time or for all applications at once.

Note: Any option you select for an individual application overrides the setting you select for all applications.

➤ To define user preferences:

1. From the Desktop, select **File > Preferences > User**.
2. In the Application drop-down list box, select one of these options:
   - To set preferences for one application, select an application ID.
   - To set preferences for all applications at once, select **All**.
3. Do one or more of the following:
   - To specify preferences for the way the Enter key behaves, select one of the options from the drop-down list box.
   - To specify that your changes are saved when you exit Hyperion Enterprise, select **Save Changes to Selection Boxes on Exit.**
   - To specify preferences when retrieving data from Hyperion Retrieve, select the check boxes for the Hyperion Retrieve options.
   - To set colors for the application, select **Colors**. For instructions, see Set System Colors on page 48.
4. To save your changes, select **OK**.

Define Application Preferences

You can define application preferences for Hyperion Enterprise applications. For example, you can specify the user path or default security class.

➤ To define application preferences:

1. From the Desktop, select **File > Preferences > Application.**
2. Do one or more of the following:

- To change the directory where the error log is stored, specify a new user path.
- To change your default security class, select a security class from the drop-down list box.

3. To save your changes, select **OK**.

Tip: You also can change your password in this dialog box. For instructions, see Change Passwords on page 49.

Set System Colors

You can set colors for different areas of the Hyperion Enterprise Desktop. For example, you can specify colors for parent and calculated data so that you can identify cells that do not accept input.

You can also select colors for different areas of Hyperion Enterprise windows, such as the Desktop border, dialog box background, or text colors.

➤ To set system colors:

1. From the Desktop, select **File > Preferences > User.**
2. In the Application drop-down list box, select one of the following:
   - To set color preferences for one application, select the application ID.
   - To set color preferences for all applications at once, select **All**.
3. Select **Colors**.
4. In the Define Color of drop-down list box, select the Desktop area for which you want to change the color.
5. Do one of the following:
   - To select a basic color, select the color from the Basic Colors palette.
   - To select a custom color, select the general color you want to define from the blending palette, change the shade using the shading bar, then select **Add to Custom Colors**.
6. To save your changes, select **OK**.

Change Passwords

You use a password each time you open a Hyperion Enterprise application. You can change your password for an application at any time to ensure security. The password is case-sensitive. If you enter the password into the system using uppercase letters, you must always use uppercase letters when using the password.

Note: If you forget your password, your Hyperion Enterprise system administrator must assign you a new one.

➤ To change your password:

1. From the Desktop, select **File > Change Password**.
2. Type your old password in the Old Password edit box.
3. Type your new password in the New Password edit box.
4. Confirm your new password by typing it in the Confirm New Password edit box.
5. Do one of the following:
   - To save your changes, select **OK.**
   - To close the Change Password dialog box without saving your changes, select **Cancel.**

Read-Only Mode for Applications

Hyperion Enterprise includes a utility that allows administrators to set your Hyperion Enterprise application to read-only mode. This permits many users to read the data in an application and to more quickly report on that data. When an application is in read-only mode, Hyperion Enterprise prevents any data loads, Retrieve HPLNKs, and maintenance.

When you open a Hyperion Enterprise application that is in read-only mode, a lock symbol and the word Read are displayed in the lower right-hand corner of the desktop. You do not receive a message or warning dialog box to indicate that an application is in read-only mode.

The security rights you have set in your application still apply when the application is in read-only mode. Therefore, users who do not normally have the ability to view certain reports or data cannot do so even when using an application in read-only mode.

While you are unable to create new reports in read-only mode, you can view and modify existing reports, the exception being label name, and description of the report. You can change the row and column headings, but cannot save the changes.

Note: You cannot change page format or page setup options, such as font or font size, when you preview a report in read-only mode. The report uses the settings that were in effect prior to putting the application into read-only mode.

Chapter 4

Printing in Hyperion Enterprise

In Hyperion Enterprise, you can use print options in the system's windows to print the information in the windows. You can also preview the information you are printing, change the page format and page setup, and print the information on a printer or save it to a file. When you change the page format, page setup, or printer, it affects printing in every module.

Setting Print Options

When you print from within Hyperion Enterprise, you can set these print options:

- Default page format
- Default page setup
- Default labels
- Default printer

Change the Default Page Format

The default page format determines the default fonts, type sizes, print styles, and colors for all printouts. You can change the default page format at any time.

When you change the default page format, you can select a different default font, point size, style, and color for each of the page format areas shown in the following table.

Table 3: Page Format Areas

Formatting the...	Changes the format of the...
Label	Date, time, page number, and other text you specify in the Label Setup dialog box.
Header	Text that appears at the top of pages.
Column	Column headings.
Row	Row headings.
Data	Data that appears in cells.
Footer	Text that appears at the bottom of pages.

If a printout contains specific formatting instructions, those instructions override the default page format. For example, if the default page format specifies underlining for column headings, and a printout's Column section does not, the headings do not appear underlined in that printout.

➤ To change the default page format:

1. From any window, select **File > Page Format**.
2. From the page model, select the page section you want to format.
3. Select a font, point size, style, and color for the selected section.
4. Select **OK**.

Change the Default Page Setup

The default page setup determines the margins for documents that you print. You can change the default page setup at any time.

➤ To change the default page setup:

1. From any window, select **File > Page Setup**.

2. In the Left, Right, Top, and Bottom edit boxes, type the margin settings in inches.
3. Select **OK**.

Change the Default Label Setup

The default label setup determines whether the time, date, and page number appear on every page you print. You can change the default label setup at any time. You determine the position of an element by selecting position settings. For example, you can select the Bottom Center setting for the page number to center the page number on the bottom of each page.

Note: If you select to display both the date and time in one position, the date appears first.

➤ To change the default label setup:

1. From any window, select **File > Page Setup**.
2. Select **Labels**.
3. Select whether to print the date, time, or page number.
   - If you select Date or Time, select a position and format.
   - If you select Page Number, specify a position and the number you want to assign to the first page of printouts.
4. In Text at Top of Page, type any text you want to display at the top of each page of the printout. In Text at Bottom of Page, type any text you want to display at the bottom of each page.
5. Select **OK**.

Change the Default Printer

Hyperion Enterprise prints to the default printer. You can select only one default printer at a time. If you have several printers installed, you can change the default printer at any time.

➤ To change the default printer:

1. From any window, select **File > Printer Select**.

2. From the Select a Printer list box, select the printer you want to use as the default printer, then select **OK**.

Preview in Hyperion Enterprise

You can show the current information in a preview window before you print or save it. This allows you to determine whether you need to change the printout's content or format. However, after you preview a report, you cannot print the report to a file.

➤ To preview in Hyperion Enterprise:

1. From any window except the Desktop or Application window, select **File > Preview**.
2. If the system displays a dialog box, select the options you want to preview.
3. Select **OK**.
4. Use the buttons in the preview window to view information in the window.

Tip: You can also select the Preview icon from the toolbar.

Print in Hyperion Enterprise

You can print all or specific information in the current window or save it to a file. For example, in the Organizations window, you can print the current organization or a branch of the organization.

If you select the Print to File option, Hyperion Enterprise creates an unformatted ASCII text file of the information you specify. These characteristics apply to the created file:

- There are no control characters.
- The columns do not wrap.
- The lines can be up to 32,767 characters wide.
- Only disk space limits the number of lines in the report.

- If there are no hard-coded page breaks, then there are no form feeds in the report.

  Note: When you print a report to a file, the system reads the report as one page, regardless of the number of pages in your report. This is so you can easily export the file to other external systems.

If you want to create a formatted ASCII text file, you can use the standard Windows method of printing to a file.

Note: To print to a file, you must select a generic printer driver. If a generic printer is not available, you can add one using the Windows Control Panel.

For more information on selecting or setting up a printer, see the *Microsoft Windows User's Guide*. For more information on printing to a formatted ASCII file, see the *Microsoft Windows User's Guide*. For more information on previewing the printout, see Preview in Hyperion Enterprise on page 54.

➤ To print in Hyperion Enterprise:

1. From any window except the Desktop and Application window, select **File > Print**.
2. If a dialog box appears, select the options you want to print.
3. Select **OK**.
4. To save the output to a file, select **Print to File**, then type a name for the file in the Filename edit box.
5. Select the number of copies, print quality, and pages you want to print, then select **OK**.

Tip: To print the information in the window, you can also preview the information and select **Print** from the Preview window.

4

Chapter 5

Using Hyperion Enterprise

About Using Hyperion Enterprise

This chapter covers the basic information you need to start and use Hyperion Enterprise. It provides an overview of the following:

- Starting and exiting Hyperion Enterprise
- Using the menus to perform tasks and navigate through Hyperion Enterprise
- Understanding application elements
- Accessing applications
- Modifying application elements
- Working with tables

Start Hyperion Enterprise

You can start Hyperion Enterprise from the Windows Program Manager. You should have a basic understanding of the Windows environment before you start Hyperion Enterprise.

To start Hyperion Enterprise from the DOS prompt, the Hyperion Enterprise program directory must be in the PATH statement. If the application you want to use is set up as the default application in the HYPENT.INI file, you can omit the name of the application in the DOS start-up command line.

For information on using Microsoft Windows, see the *Microsoft Windows User's Guide*. For more information on the PATH statement, see the *MS-DOS User's Guide and Reference.*

➤ To start Hyperion Enterprise:

1. Do one of the following:

   - From the Windows Program Manager, double-click on the icon for the Hyperion Enterprise application you want to open.

   - From the DOS prompt in the directory that contains Windows, type **win hypent** *Application*, where *Application* is the ID of the application you want to open.

   - For Windows 3.1x and NT 3.5.1, from the Windows Program Manager, select **File > Run**. At the command line, type **win hypent** *Application*, where *Application* is the ID of the application you want to open, then press **Enter**.

   Tip: You only need to specify the application ID on the command line if you are starting an application that is not the default application.

   - For Windows 95 or Windows NT 4.0 or later, select **Start > Run**. At the command line, type **win hypent** *Application*, where *Application* is the ID of the application you want to open, then press **Enter**.

2. Type your user ID and password, then select **OK**.

Tip: User passwords are case-sensitive. You can change your Hyperion Enterprise password at any time. For more information, see Change Passwords on page 49.

Exit Hyperion Enterprise

You can exit Hyperion Enterprise from any window at any time. When you exit, the system prompts you to save any unsaved changes. Exiting the system returns you to Windows, where you can select other software applications.

➤ To exit Hyperion Enterprise:

1. Select **File > Exit** from any window.
2. Select **OK**.

Tip: You can also select **Close** from the Desktop control menu to exit the system.

System Menus

Many tasks you perform involve selecting options from menus using either the mouse or the keyboard. These are the system menus:

- Control
- File
- File > Desktop Menu
- Edit
- View
- Navigate
- Task
- Window
- Help

Control Menu

The Control menu is a standard feature of Windows-based products. It appears when you select the Control button from the top-left corner of a window. This menu contains the menu commands you use to manipulate windows. For more information on Control menu commands, see the *Microsoft Windows User's Guide*.

This menu is available from all windows, including the Desktop window. The Switch To command appears only on the Desktop Control menu. The Next command does not appear on the Desktop Control menu.

File Menu

You can use the commands on the File menu to maintain and print application elements, close the active window or Hyperion Enterprise session, access Hyperion Enterprise modules, or change your default settings.

The File menu commands vary depending on the module you are viewing. The following table explains the File menu commands. For detailed information, see Modifying Application Elements in Tables on page 78.

Table 4: File Menu Commands

Use...	**To...**
New [Element]	Create an application element, such as a new organization.
Open [Element]	Open an application element.
Close	Close the current window.
Save	Save the information in the current window.
Copy [Element]	Create a duplicate of an application element.
[Element] Attributes	View or edit the ID, description, security class, and other attributes used to create an application element.
Delete [Element]	Remove an element from the application.
Print	Print the information in the current window.
Preview	View information in the current window or a report in the Preview window.
Page Format	Format pages before printing.
Page Setup	Set page margins before printing.
Printer Select	Select a printer.
Desktop	Display the Desktop menu.
Preferences	View or change your preferences for one or more applications.
Exit	End your Hyperion Enterprise session.

For more information on the Desktop menu, see File > Desktop Menu on page 61. For more information on user preferences, see Define User Preferences on page 47.

File > Desktop Menu

You can use the commands on the File > Desktop menu to open Hyperion Enterprise modules. You can open several modules at one time. For example, if you are working in the Reports window, you can select the Entities command from the File > Desktop menu to view an organization chart.

You can also use the File > Desktop menu to open another instance of the window you are working in. For example, if you are entering data in a schedule, you can select the Data Entry menu command to open another schedule at the same time. You can open multiple Consolidation, Database, Data Entry, Formulas, Reports, and Books windows.

Note: A menu command might be disabled for security reasons or because the current module restricts access to other modules.

If you are in the Books, Consolidation, or Reports module, you can access any other module. If you are in the Database module, you can access all modules except Formulas. If you are in the Journals module, you can access all modules except Journals.

If you have only View access to the current module, you can access any other module. If you have Modify access to the current module, the following table shows the modules you can access.

Table 5: Accessing Modules with Modify Access Rights

From...	You can access...
Accounts	Formulas or Entities.
Application	No other module.
Categories	Accounts.
Entities	No other module.
Formulas	No other module.
Data Entry	Formulas.

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For more information, see Desktop Features on page 37.

Edit Menu

You can use the commands on the Edit menu to manipulate the information in the active window, to find information quickly without scrolling, or to change your point of view. The available commands vary depending on which module you are viewing. The following table explains the most frequently used Edit menu commands.

Table 6: Edit Menu Commands

Use...	To...
Cut	Cut a selected block and save it in the Windows clipboard.
Copy	Copy a selected block and save it in the Windows clipboard.
Paste	Paste the contents of the Windows clipboard to the selected position.
Paste [Element]	Open a context-sensitive dialog box that allows you to paste valid information into the current highlighted area.
Insert Row	Insert a row in a table.
Remove Row	Remove a row from a table without copying it to the Windows clipboard.
Remove	Clear the highlighted data without copying it to the Windows clipboard.
Find [Element]	Access an application element in a table without scrolling.
Point of View	Select the application elements that are used to access data.

Note: You can use the Edit menu to convert missing data to zero in the Data Entry window. For more information, see the Entering Data in Schedules chapter in the *Hyperion Enterprise User's Guide*.

View Menu

You can use the commands on the View menu to show or hide the toolbar or point of view bar, or to display errors. The following table explains the View menu commands.

Table 7: View Menu Commands

Use...	To...
Toolbar	Show or hide the toolbar. For more information, see Toolbar on page 38.
Point of View Bar	Show or hide the point of view bar. For more information, see Customize the Point of View Bar on page 44.
Error Log	Display any errors you encounter while using Hyperion Enterprise. For more information, see View the Error Log on page 41.

For more information on showing or hiding the toolbar or point of view bar, see Show or Hide Desktop Elements on page 41.

Navigate Menu

You can use the commands on the Navigate menu to access another window within the module. For example, you can use the Navigate > Account Lists menu command to open the Account Lists window from the Accounts module. This menu appears only in modules that contain more than one window. The following table shows the windows you can access using the Navigate menu commands.

Table 8: Navigate Menu Commands

In...	You can open the...
Accounts	Chart of Accounts, Subaccount Tables, Account Conversion Tables, Intercompany Matching, and Account Lists windows.
Application	Application, Security Setup, Security Access, and Codes windows.
Books	Books and Book Script Editor windows.
Categories	Categories and Rollovers windows.
Entities	Organizations, Substructures, Entity Conversion Tables, Currencies, and Entity Lists windows.
Formulas	Methods, Custom Functions, Update Rules, and Formula Script Editor windows.
Reports	Reports and Report Script Editor windows.

Note: When you select a Navigate menu command, the system replaces the contents of the active window with the information in the window you select. You can use the commands on the File > Desktop menu to display information in a new window. For more information, see File Menu on page 59.

Task Menu

The Task menu commands allow you to perform tasks specific to the active window. For example, in the Method window, the Check Current Method command is available on the Task menu for checking the syntax of the selected model. The Task menu appears only when there are tasks specific to the window.

Window Menu

The Windows menu uses standard Windows menu commands. For more information on Windows menu commands, see the *Microsoft Windows User's Guide*.

Help Menu

You can use the commands on the Help menu to access online help or to obtain version and copyright information about Hyperion Enterprise. The Help menu commands are the same for every module. The following table explains the Help menu commands.

Table 9: Help Menu Commands

Use...	To...
Contents	Access the main table of contents for Hyperion Enterprise Help.
Search for Help on	Access the Search feature, which lets you look for a specific word or phrase.
Toolbar Help	Read descriptions of the icons that appear on the Hyperion Enterprise toolbar.
Using Help	Access information on using a Windows-based help system.
About Hyperion Enterprise	See the version number of your copy of Hyperion Enterprise, the copyright notice, your user ID, and the current application name.

Application Elements

Hyperion Enterprise uses four application elements to store and access data: entity, category, period, and account.

The following figure shows the application elements in the database.

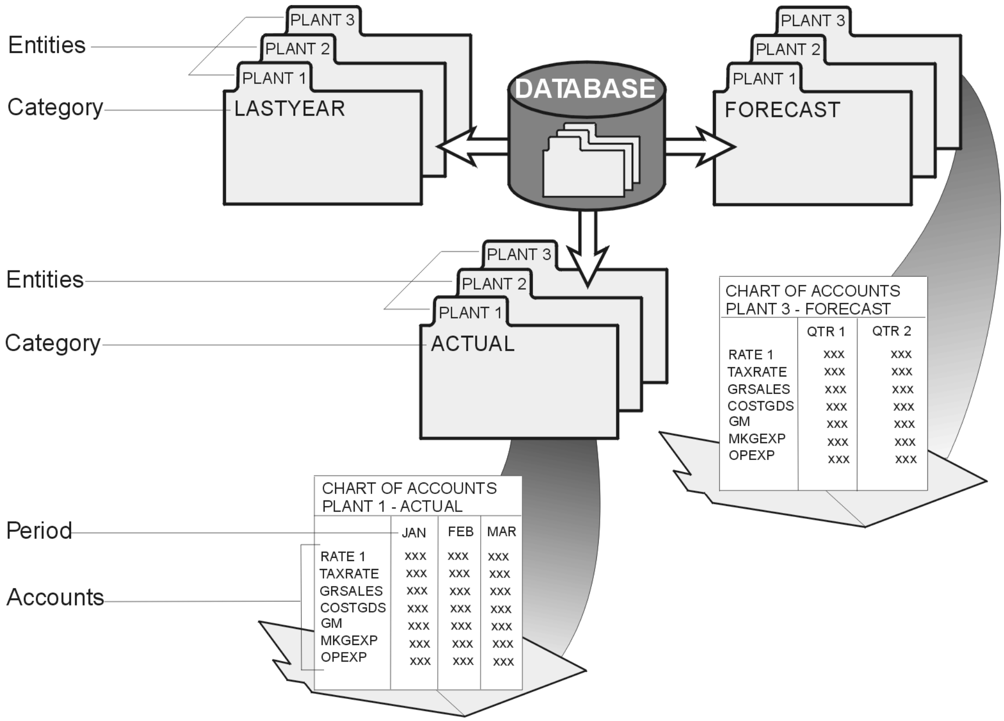

Figure 7: Application Elements

Entities

The reporting units in an organization

Note: Entities are referred to as names in previous releases of Hyperion Enterprise.

Categories

The classifications of data, such as Actual or Forecast

Periods

The time segments in categories, such as quarters, months, or days

Accounts

The statements for financial data in entities, categories, and periods

In the figure, the database contains folders for the entities, categories, and periods. The data is classified into Forecast, Actual, and Last Year. Each category contains folders for the entities Plant 1, Plant 2, and Plant 3. Each entity folder contains the same chart of accounts, but the categories contain different account information. Data in the chart of accounts is displayed by period.

For example, the chart of accounts for Plant 3 in the Forecast category shows data for the quarterly periods Quarter 1, Quarter 2, and so on. The chart of accounts for Plant 1 in the Actual category shows data for the monthly periods January, February, March, and so forth.

Categories

You use categories to differentiate between the different types of data you can maintain, such as budget, actual, and forecast data. For each category, you specify a frequency. The frequency determines the intervals at which the category collects data, such as daily, weekly, or monthly.

Each category also has a default data view. The default data view can be periodic, which displays the data for individual periods, or category-to-date, which displays accumulated category-to-date data for each period. For more information, see the Defining Basic Elements chapter in the *Hyperion Enterprise Administrator's Guide*.

Periods

Periods represent the time segments in a category. For example, a category with a weekly frequency can have 52 periods to store a year of data, and a category with a monthly frequency can have 12 periods to store a year of data.

You can also customize the number of periods for a frequency. For example, you can specify 13 periods for a monthly frequency. This is useful if you track 12 months of data and a month of year-end adjustments. For more information, see the Defining Basic Elements chapter in the *Hyperion Enterprise Administrator's Guide*.

Accounts

Accounts contain data for each entity, category, and period in an application. You enter data into accounts and subaccounts, make journal entries for them, and retrieve data from accounts for reports.

Accounts can have up to two levels of subaccounts to define data in more detail. For example, a major account called Sales might have a first-level subaccount, Sales.Electronics, and a second-level subaccount, Sales.Electronics.VCR. The system calculates the value of the Sales account by adding the values of all its subaccounts. For more information on accounts or subaccounts, see the Defining Accounts chapter in the *Hyperion Enterprise Administrator's Guide*.

The chart of accounts is organized into account groups, such as income accounts, balance sheet accounts, and statistical accounts. You can customize account groups according to the specific needs of an application. For more information on account groups, see the Defining Accounts chapter in the *Hyperion Enterprise Administrator's Guide*.

Entities

Entities are reporting elements that make up organizations. Entities can represent any reporting units, such as subsidiaries, divisions, plants, or products. You can enter and maintain data for any entity within an organization, then retrieve and report on that data.

You set up entities to track the type of data you want to maintain in an application. For example, if you want to maintain regional data, you can set up entities that represent regions. For more information, see the Defining Organizations chapter in the *Hyperion Enterprise Administrator's Guide*.

Accessing Applications

An application is a set of organizations, accounts, data categories, and other application elements that you use together. Your system administrator creates applications based on your company's needs. For example, you might have an application to handle tax data for several organizations and another application to handle budget data for other organizations.

You can open existing applications within Hyperion Enterprise. You can also add or remove application names from your list of existing applications. You open, add, and remove applications from the Open Application dialog box. You can also open or add applications using the Hyperion Enterprise Login dialog box.

Open Applications

You open an application to work with its data or run reports. You can open only one application in one Hyperion Enterprise session. If you want to run more than one Hyperion Enterprise application at the same time, you must start another Hyperion Enterprise session.

Tip: If you create an icon for an application, you can open the application by double-clicking its icon.

➤ To open an application:

1. Perform one of the following tasks:
   - From the Hyperion Enterprise Desktop, select **File > Open Application**, select the application, then select **OK**.
   - From the Windows Program Manager, select the application icon.
   - From DOS, type **win hypent** *Application,* where *Application* is the ID of the application, then press **Enter**.

   Tip: For instructions on starting Hyperion Enterprise, see Start Hyperion Enterprise on page 57.

2. Type your user ID and password, then select **OK**.

Add Applications

You can add any application defined by your administrator to your list of applications. The information that Hyperion Enterprise requires for each application varies depending on whether the application is stored in a file-based system or on a database server.

➤ To add an application:

1. Do one of the following:

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- From the Hyperion Enterprise Login dialog box, select **Add Application** from the Application drop-down list box.
- From the Desktop, select **File > Open Application**, then select **Add**.

2. Select the database driver for the application you want to add, then select **OK**.
3. Perform one of the following tasks:
    - To add an application stored on a file server or a stand-alone PC, specify the drive and directory where the application is stored.
    - To add an application stored on a file server that does not appear in the Drives list box, select **Network** and attach your workstation to the drive you want, then select the directory where the application is stored.
    - To add an application stored on a database server, specify the server name, database name, database user name, and database password for the application's database.
4. Select **OK**.
5. Do one of the following:
    - To open the application, select **OK**.
    - To close the Open Application dialog box without opening the application, select **Cancel**.

Remove Applications

You can remove an application ID from the Application list if you no longer want to access the application. For example, if your application list includes a Europe Planning application that you no longer use, you can remove the application from the application list box.

When you remove an application ID, the system deletes the ID from the application list box, but it does not delete the application files. All application files and directories remain intact.

➤ To remove an application:

1. From the Desktop, select **File > Open Application**.
2. Select the application ID you want to remove.
3. Select **Remove**.

4. To close the Open Application dialog box, select **Cancel**.

Modifying Application Elements

When you modify application elements, you can open existing elements to view, define, and edit them, or you can delete or copy existing ones. This section describes standard procedures for opening, deleting, and copying application elements.

Open Application Elements

You open application elements to view, define, and modify them. You can also add, edit, and move elements such as subaccount tables and formulas.

From any window in the system, you use the File > Open <*Element*> menu command to open application elements, where <*Element*> corresponds to the window you are viewing. For example, from the Journals window, you would select File > Open Journal.

Note: You can use the Navigate menu to change the window you are viewing. For more information, see Navigate Menu on page 64.

➤ To open an application element:

1. From the appropriate window, select **File > Open** < *Element* >, where *Element* corresponds to the window you are viewing.
2. Do one of the following:
   - Type the element ID in the edit box or select one from the list, then select **OK**.
   - Use the check boxes to filter the list, select the application element you want to open, then select **OK**.

Copy Application Elements

You copy application elements to create new elements based on an existing one. When you copy an existing element, you rename it to create a new one. For example, you might want to create a new schedule with the same security class, account lists, and options as an existing schedule. When you copy the original schedule, you provide a unique ID for the new schedule in the Copy Schedule dialog box.

From any window in the system, you use the File > Copy <*Element*> menu command to copy application elements, where <*Element*> corresponds to the window you are viewing. For example, from the Subaccount Tables window, you would select File > Copy Subaccount Table.

➤ To copy an application element:

1. From the appropriate window, select **File > Copy**.
2. If check boxes are available, use the check boxes to filter the list.
3. Select the application element to copy.
4. Select **OK**.

Delete Application Elements

You can delete application elements that you no longer need. For example, you might want to delete a currency if you no longer report in that currency. When you delete the currency, you remove it from the window.

From any window in the system, you use the File > Delete <*Element*> menu command to delete application elements, where <*Element*> corresponds to the window you are viewing. For example, from the Organizations window, you would select File > Delete Organization.

You can also delete application elements in tables using the Edit > Remove Row menu option. These are the application elements you can delete in tables:

- Account groups
- Accounts
- Subaccounts
- Categories
- Codes
- Currencies
- Custom functions

For more information on deleting application elements in tables, see Delete Application Elements from Tables on page 79.

Note: You cannot delete an application element that is currently in use. Deleting application elements in Hyperion Enterprise might affect consolidation status. For detailed information about particular application elements, see the appropriate chapter.

➤ To delete an application element:

1. From the appropriate window, select **File > Delete**.
2. If check boxes are available, use the check boxes to filter the list.
3. Select the application element to delete.
4. Select **OK**.

Working with Tables

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You can use tables in Hyperion Enterprise to define application elements such as categories and accounts. Defining application elements in tables allows you to view many elements at once.

When you work with tables, you can select areas in the window to highlight individual rows and columns, the entire table, or individual cells. You can move within tables by scrolling or using keyboard shortcuts, or format individual tables by showing or hiding account detail or changing the column width. You can also add application elements to and delete application elements from tables in Hyperion Enterprise.

Select Cell Blocks

You select blocks of cells in a table to modify or enter data in all the highlighted cells at once. You can highlight a row of data, a column of data, a block of cells, or the entire table.

➤ To select cell blocks, do one of the following:

- To highlight a row, select an ID or description in the left column of a row.
- To highlight a column, select an ID at the top of a column.

- To highlight a block of cells, select a specific cell, and then click and drag to select the cells you want to highlight.
- To highlight the entire table, select the heading cell in the upper-left corner of the table.

Scroll through a Table

You can use the Windows scroll bar to move within a table in Hyperion Enterprise.

➤ To scroll through a table, do one of the following:

- To scroll down one row, select the down arrow button.
- To scroll across one column, select the arrow button in the horizontal scroll bar.
- To scroll down the screen, select the scroll bar area below the vertical scroll box.
- To scroll across the screen, select the scroll bar area next to the horizontal scroll box.
- To scroll to anywhere in the table, drag the scroll box.

Keyboard Shortcuts

The following table describes keyboard shortcuts that you can use to move and select parts of a table.

Table 10: Keyboard Shortcuts

Use this key or key combination...	To...
Home	Move the cursor to the first column.
End	Move the cursor to the last column.
Ctrl + Home	Move the cursor to the first column in the first row.
Ctrl + End	Move the cursor to the last column in the last row.

Table 10: Keyboard Shortcuts (Continued)

Use this key or key combination...	To...
Shift + Home	Select the entire row.
Shift + End	Extend the selection to the last cell in the current row.

Show or Hide Detail in Tables

Many windows in Hyperion Enterprise contain a table with accounts in chart of account order or entities in organization order. In these tables, you can show or hide account or entity detail. You can show or hide detail in the following windows:

- Chart of Accounts
- Database
- Formulas
- Data Entry
- Subaccount Tables
- Consolidation

When detail is hidden, a plus sign (+) precedes the ID of the account or entity, and the Show command is available from the Task menu. When account or entity detail is showing, a minus sign (-) precedes the ID, and the Hide command is available from the Task menu.

The following figure shows the Chart of Accounts window with detail hidden and shown.

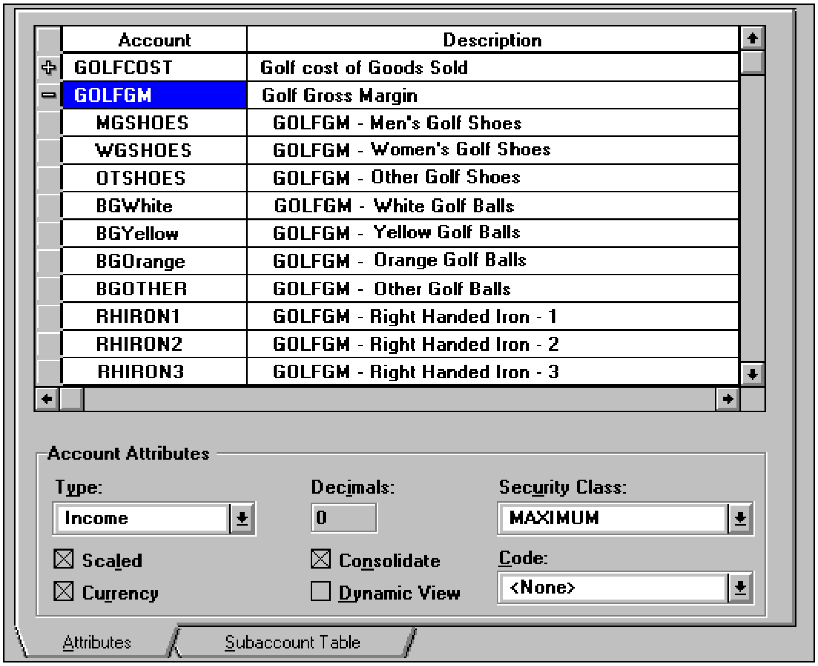

Figure 8: Showing and Hiding Chart of Accounts Detail

You show detail for accounts or groups to view account or subaccount detail. You show detail for entities to view dependents or substructures. The Show command shows group, account, or subaccount detail when a table contains accounts or a dependent entity when a table contains entities. The Show All command shows all levels of detail below the current selection. The Hide command hides all levels of detail.

The following figure shows how the Show, Show All, and Hide commands expand and collapse the detail of the Income account group in the Chart of Accounts window.

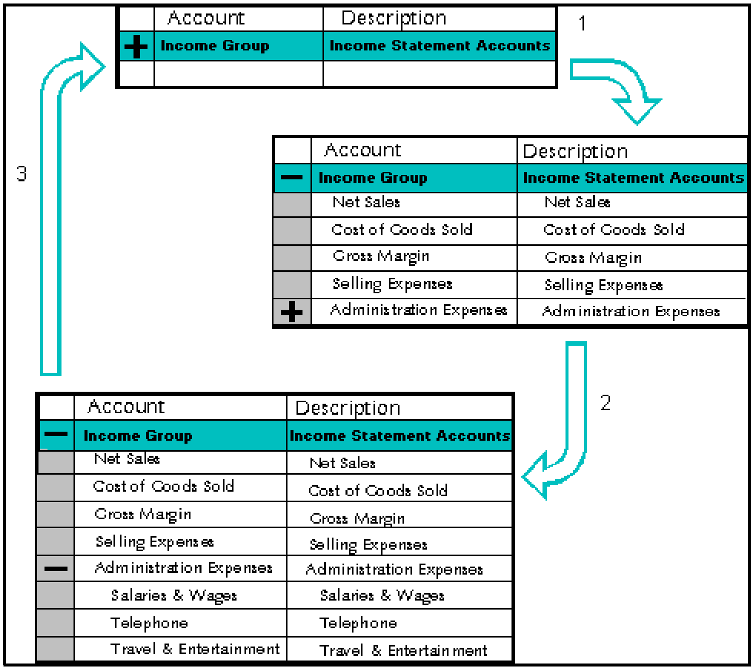

Figure 9: Using the Show and Hide Options

1. You can use the plus sign (+) to display all of the accounts in the Income account group.
2. You can use the View > Show All menu option to show all of the subaccounts in the Administration Expenses account.
3. You can use the minus sign (-) to hide all account detail for the Income account group.
4. You can expand and collapse the entire chart of accounts or organization by selecting its upper-left corner.

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➤ To show or hide detail in a table:

1. From the Chart of Accounts, Database, Formulas, Schedules, Subaccount Tables, or Consolidation window, select an account group, account, or entity ID.
2. Indicate whether to show or hide detail:
   - To show detail, select **View > Show** or the plus sign (**+**) that precedes the group, account, or entity.
   - To show all levels of detail for a selected account group, account, or entity, select **View > Show All**.
   - To show all detail for all accounts or entities in the window, select the upper-left corner of the table when detail is hidden.
   - To hide detail, select **View > Hide** or the minus sign (**-**) that precedes the ID.
   - To hide all detail for all accounts or entities in the window, select **View > Collapse Table** or select the upper-left corner of the accounts table when detail appears in the table.

Change Column Width

You can adjust the column width for tables as needed. By default, columns in most tables are set to a standard width.

In the Data Entry and Method windows, you can use the Set Options dialog box to adjust all columns in a table. For more information on the Data Entry window, see the Entering Data in Schedules chapter in the *Hyperion Enterprise User's Guide*. For more information on the Method window, see the Defining Formulas chapter in the *Hyperion Enterprise Administrator's Guide*.

➤ To change the column width, drag or double-click on the right column border.

Modifying Application Elements in Tables

You can add the following application elements to and delete them from tables in Hyperion Enterprise:

- Account groups
- Accounts

- Subaccounts
- Categories
- Codes
- Currencies
- Custom functions

Add Application Elements to Tables

You can use the **Edit > Insert** menu command to add application elements to a table.

➤ To add an application element to a table, from the appropriate table, do one of the following:

- To add an account group, select **Edit > Insert > Group**.
- To add an account, select **Edit > Insert > Account**.
- To add a subaccount, category, code, currency, or custom function, select **Edit > Insert Row**.

Delete Application Elements from Tables

You can delete an application element from a table if you no longer need it. For example, you might want to delete an account group from your chart of accounts. When you delete an account group, the system removes the group from the application.

➤ To delete an application element from a table:

1. From the appropriate table, select the element you want to delete.
2. Select **Edit > Remove Row**.

Chapter 6

Getting Help in Hyperion Enterprise

When you work in Hyperion Enterprise, you can get help in several ways. You can access the online help system for window and dialog-box level help for administrator and user help. You can refer to Hyperion Enterprise printable documentation files and printed guides. Hyperion also offers training and consulting services and technical support.

Hyperion Enterprise Documentation

Hyperion Enterprise documentation consists of online help systems, printable documentation files, and printed guides. For more information on online help, see Hyperion Enterprise Help on page 82. For more information on printable documentation files, see View and Print Portable Document Format (.PDF) Files on page 82.

The printable documentation files in Adobe Acrobat PDF format provide the following features:

- Cross-document search and navigation
- Indexed keyword searches
- Quick navigation
- Printing capabilities
- Annotation capabilities
- Local and network access
- Links from online help

View and Print Portable Document Format (.PDF) Files

PDF files are electronic versions of the printed guides. You use Adobe Acrobat Reader to view and print .PDF documents.

➤ To view and print portable document format (.PDF) files:

1. Do one of the following:
   - From your Windows desktop or Program Manager, double-click the Acrobat Reader icon and open a .PDF file from your Hyperion directory.
   - From within your Hyperion Enterprise online help, select **Help**, then select a PDF document.
   - From within Hyperion Enterprise, select **Help > Online Guides (PDF)**, then select a PDF document.
2. Select **File > Print**, select or type the pages you want to print and the number of copies, then select **OK**.

Note: A table that lists the online help file names and descriptions appears in the Hyperion Enterprise Installation Instructions.

Hyperion Enterprise Help

Each Hyperion Enterprise product is installed with an online help system and a Help icon. You can access the online help system from within the product software and you can access the Help icon from the Hyperion Solutions program group. The Hyperion Enterprise online help system provides context-sensitive information about the controls and options in all windows and dialog boxes. It also provides procedural information for setting up, maintaining, and using your Hyperion Enterprise applications. You access online help by selecting options from the Help menu, by pressing F1, or by selecting the Help button in a dialog box.

Hyperion Enterprise Help provides the standard features and capabilities of a Microsoft Windows help system. When you access help, you find the information that you need to complete the current task. The navigation tools that are available tell you where you are in the help system, how to return to previous help screens, and how to find related information. For more information, see Access Hyperion Enterprise Help on page 83.

Access Hyperion Enterprise Help

You can use Hyperion Enterprise online help to access information about the current dialog box, the current window, or specific topics.

Tip: If you are not familiar with Windows Help systems, select **Help > Using Help** from any window in Hyperion Enterprise.

➤ To access Hyperion Enterprise Help:

1. Do one of the following:
   - To show information about the current dialog box, press **F1** or select **Help**.
   - To show information about the current window, press **F1** or select the Help toolbar icon.
   - To search for topics that contain a particular term or phrase, double-click the Help toolbar icon or select **Search** from the Help window.
   - To show the Help Contents, select the Hyperion Enterprise Help icon or select **Help > Contents & Index** from any window in the system.
2. To keep Hyperion Enterprise Help on the screen at all times, select **Help > Always on Top** from the Help window.
3. To exit Help, select **File > Exit** from the Help window.

Chapter 7

Troubleshooting

You can use the following Frequently Asked Questions (FAQ) and Error Messages information to solve problems you encounter or to answer questions you might have when using Hyperion Enterprise.

Frequently Asked Questions

How do I print online help?

You can print online help using the portable documentation format (.PDF) files that are supplied on the Hyperion Enterprise installation disks. To print the files, you use Adobe Acrobat Reader, which is also provided on the installation disks.

➤ To print online help:

1. Do one of the following:
   - From your Windows desktop or Program Manager, double-click the Acrobat Reader icon and open a .PDF file from your Hyperion Solutions directory.
   - From within your Hyperion Enterprise online help, select **Help**, then select a .PDF document.
   - From within Hyperion Enterprise, select **Help > Online Guides (PDF)**, then select a .PDF document.
2. Select **File > Print**, select or type the pages you want to print and the number of copies, then select **OK**.

Note: A table that lists the online help file names and descriptions appears in the Hyperion Enterprise Installation Instructions.

Why can't I enter data into green cells?

Green cells in schedules indicate that the account is a calculated account and not an input account. Calculated accounts are accounts that have formulas associated with them. White cells indicate accounts that can receive data input. You can change the colors of cells by selecting File > Preferences > User. For more information on system colors, see Set System Colors on page 48. For more information on accounts, see the *Hyperion Enterprise Administrator's Guide*.

Can I back up my application while there are users in the application?

No. All users should be out of the application when the backup is being performed. If there are users in the application with certain files open, these files will not be backed up. If you need to restore your application at a later date, the files that were not backed up will not be restored. For more information, see the *Hyperion Enterprise Administrator's Guide*.

What happens if I try to extract data using an entity list that has duplicate entities?

The data will be extracted multiple times and will be incorrect when reloaded. To avoid this, when you create a dynamic entity list, deselect the Duplicate Entities option on the List tab. This prevents duplicate entities from being added to the dynamic entity list. For more information, see the *Hyperion Enterprise Administrator's Guide*.

What are some of the settings in the HYPENT.INI file?

The options in the HYPENT.INI file in the Windows directory store information about default settings for the application. These settings include user IDs and application IDs, driver counts, the application default path, and options such as colors, the behavior of the Enter key, and whether to append or delete the error log for each Hyperion Enterprise session. For more information, see the *Hyperion Enterprise Administrator's Guide*.

Error Messages

The following list contains some of the more commonly occurring error messages you might receive when using Hyperion Enterprise. Refer to the page number indicated for information on how to resolve the error.

For information on this error message...	See...
ACCOUNT is in use, can't delete	ACCOUNT is in use, can't delete on page 88.
Call to Undefined Dynalink	Call to Undefined Dynalink on page 89.
Cannot Delete: Do you wish to continue purging?	Cannot Delete. Do you wish to continue purging? on page 89.
Cannot Open File [Entity Name]	Cannot Open File [Entity Name] on page 89.
Cannot Open HPAPP.DAT	Cannot Open HPAPP.DAT on page 90.
Duplicate entry not allowed: ACCOUNT	Duplicate entry not allowed: ACCOUNT on page 90.
error	Invalid Enterprise Account XXX on page 91.
General Protection Fault in GDI.EXE	General Protection Fault in GDI.EXE on page 90.
Invalid Enterprise Account *XXX*	Invalid Enterprise Account XXX on page -91.
Journal *xxxx* is missing a delimiter or some of its detail lines	Journal xxxx is missing a delimiter on some of its detail lines on page 91.
MACH.DRV error	MACH.DRV error on page 91.
Margins have left little or no printable area	Margins have left little or no printable area on page 91.
No MODAPPDLLPARM: OpenAppError	No MODAPPDLLPARM: OpenAppError on page 92.
Plug Account *XXX* cannot be a calculated account	Plug account XXX cannot be a calculated account on page 92.

For information on this error message...	See...
Product Login Unsuccessful	Product Login Unsuccessful on page 92.
Report Engine could not load POV	Report Engine could not load POV on page 92.
Row Header is greater in size than width of paper	Row Header is greater in size than width of paper on page 93.
Sharing Violation on Drive A	Sharing Violation on Drive A on page 93.
There are more than one user in application: cannot run rollovers	There are more than one user in application: cannot run rollovers on page 93.
Too many files open	Too many files open on page 94.
Unable to post/unpost journal [Journal label]. Failed to write to datafile for [Account]	Unable to post/unpost journal [Journal label]. Failed to write to datafile for [Account] on page 94.
Unable to save application	Unable to save application on page 94.
Unable to save categories	Unable to save categories on page 95.
Unable to save organization	Unable to save organization on page 95.

ACCOUNT is in use, can't delete

Module: Accounts

Error Resolution: This message appears when you have a journal posted to an account. If you do not currently have any journals posted or if you have no data, it is possible that you previously deleted the data directories. If you had journals posted to accounts and deleted the physical files from the data directory, the accounts register as "IN USE" when you try to delete one of the accounts. To correct this, you must rebuild the application. For more information, see the *Hyperion Enterprise Administrator's Guide*.

Call to Undefined Dynalink

Module: Hyperion Retrieve

Error Resolution: This message indicates that there are mismatched releases of Hyperion software in use. You might be using the latest Hyperion Retrieve add-in for Lotus 1-2-3 or Microsoft Excel but have an older version's .DLL files residing on your machine or in the specified path. Make sure that the appropriate path is specified for the latest Hyperion Enterprise .DLL files. If this does not solve the problem, eliminate all older program files.

Cannot Delete. Do you wish to continue purging?

Module: Entities

Error Resolution: This message appears when you have a journal posted to an entity. If you do not currently have any journals posted or if you have no data, it is possible that you previously deleted the data directories. If you had journals posted to entities and deleted the physical files from the data directory, the entities register as "IN USE" when you try to delete one of the entities. To correct this, you must rebuild the application. For more information, see the *Hyperion Enterprise Administrator's Guide*.

Cannot Open File [Entity Name]

Module: Consolidation

Error Resolution: This message appears in the Hyperion Enterprise ERROR.LOG and indicates that another user has this file open for Read/Write access.

Cannot Open HPAPP.DAT

Module: Hyperion Retrieve

Error Resolution: Wordpad and Notepad for Windows 95 add a .TXT extension to the HPAPP.DAT file when it is saved, creating a file named HPAPP.DAT.TXT. If this is the case, rename the file in Windows Explorer to HPAPP.DAT. This error might also occur if the file does not exist or is not in the correct location. The user path must specify the correct location.

Duplicate entry not allowed: ACCOUNT

Module: Accounts

Error Resolution: This error occurs when you try to add the same Hyperion Enterprise account to an account conversion table that is marked as both Load and Extract or as Extract Only. A conversion table marked as Load only cannot contain the same Hyperion Enterprise account multiple times.

error

Module: Reports

Error Resolution: This message appears when you are previewing a report and the frequency and view combination that you selected is invalid. For example, you might have selected month-to-date as the view instead of periodic or category-to-date. To correct this, change the frequency and view combination.

General Protection Fault in GDI.EXE

Module: Reports

Error Resolution: This error occurs when you print in preview mode with HP LaserJet 4 printers. Make sure that you are using the correct print driver.

Invalid Enterprise Account *XXX*

Module: Accounts

Error Resolution: This message appears when you try to add a major account with an attached subaccount table to the account conversion table after it has been deleted from the chart of accounts. You must first add the account to the chart of accounts, then add it to the new conversion table.

Journal *xxxx* is missing a delimiter on some of its detail lines

Module: Journals

Error Resolution: This message appears in the error log when you are creating journals. If the journals have been checked for all the proper delimiters, the problem might be that the description is on multiple lines and there is no continuation character. Check to see that the continuation character ampersand sign (&) is being used properly. For more information, see the *Hyperion Enterprise User's Guide*.

MACH.DRV error

Module: Books or Reports

Error Resolution: This driver is specific to the Dell family of computers. Delete the MACH.DRV reference and install the VGA.DRV driver. This should increase the memory available on the computer.

Margins have left little or no printable area

Module: Reports

Error Resolution: This message indicates that the margin settings in the Page Setup are either set to the same values or are too close together. Select **File > Page Setup** and change the settings to make sure that they do not overlap and are not set to the same values.

No MODAPPDLLPARM: OpenAppError

Module: System

Error Resolution: This message indicates that Hyperion Enterprise could not find the specified application. The application might not be in the path that is defined in the HYPENT.INI file. Check your Windows directory or Windows start-up directory for the HYPENT.INI file. The application ID should appear in brackets in this file on the line AppPath =. Check to make sure that this line specifies the path where the application resides. If it does not, remove the application from the Applications list box and then add it to the appropriate place. You can insert the appropriate path to the drive and directory to reset the proper path for the application.

Plug account *XXX* cannot be a calculated account

Module: Consolidation

Error Resolution: This error occurs during consolidation. Account *XXX* might be a new account with an attached subaccount table that was set up as an intercompany matching plug account. Change the plug account to another account, and the message should no longer appear.

Product Login Unsuccessful

Module: Add-on modules

Error Resolution: This error occurs during login for add-on modules. Make sure that you have the Hyperion Enterprise directory in the specified path and that you are not in the Entities, Categories, Formulas, or Accounts modules. This error also occurs if you enter an invalid user ID or password.

Report Engine could not load POV

Module: Reports

Error Resolution: This message appears if you try to open reports without setting the point of view. Set the point of view defaults in Hyperion Enterprise. These defaults will be saved when you exit Hyperion Enterprise.

Row Header is greater in size than width of paper

Module: Reports

Error Resolution: This message appears when the report script references a different orientation (landscape versus portrait) than the Printer Setup in Control Panel > Printers. This might also occur when you select Print to File in the Print dialog box. To correct this, select **Control Panel > Printers** and perform the following steps:

1. Select the printer, then select **Setup**.
2. Change the orientation to match the report being run.

Sharing Violation on Drive A

Module: Consolidation

Error Resolution: This error might occur when two or more users run a consolidation on the same category at the same time at different levels in the organization. For example, one user might be consolidating the top entity and another might be consolidating a parent entity.

There are more than one user in application: cannot run rollovers

Module: System

Error Resolution: This message might appear when you try to run a rollover while other users are on the system. If this message appears when there are no other users on the system, it indicates that the *APPNAME*.USE file is missing. This file exists in your application subdirectory and monitors use on the system. It might have been inadvertently deleted or not copied to a new location because it was in use.

Too many files open

Module: Hyperion Retrieve

Error Resolution: The following information was received from Microsoft. If you receive this message, try the following solutions:

- Increase the FILES setting in the CONFIG.SYS file.
- If you are using a Novell network, increase the FILE HANDLES setting in the SHELL.CFG file.
- If you are using the MS-DOS SHARE program, increase the number of files and locks. For example, you could use SHARE /F:5120.

Unable to post/unpost journal [Journal label]. Failed to write to datafile for [Account]

Module: Journals

Error Resolution: This message appears when you try to post or unpost a journal, and an entity is locked by another user.

Unable to save application

Module: Application

Error Resolution: This message might appear when you try to add an SQL-based application to your list of applications. The Hyperion Enterprise ERROR.LOG file will have the message "[user:admin] SQL database update errors. Unable to allocate sufficient memory." Try copying the files W3DBLIB.DLL and WDBNOVDC.DLL from your SQL directory to your Hyperion Enterprise program directory.

Unable to save categories

Module: Categories

Error Resolution: This message might appear when you try to save data in the Categories module or load categories through a system load. Directories most likely already exist with some or all of the category names that you are trying to create. You might have copied directories from one application to another and then tried to create a new category with the same name within Hyperion Enterprise. Check that these names do not already exist in the data directory.

Unable to save organization

Module: Entities

Error Resolution: This message might appear if a user has created a new category. By default, security for that category for other groups will be set to None. Change the security for the new category to include all groups that should have access to that category.

Glossary

Access rights. A setting that determines whether a user can perform application tasks or access application elements.

Account. An element of the chart of accounts that stores financial data for each entity and category in an application.

Account conversion table. A list of external accounts and a logical mapping to their corresponding Hyperion Enterprise accounts. An account conversion table can establish a one-to-one, one-to-many, or many-to-one relationship between external sources and Hyperion Enterprise.

Account for lock. *See* **Locking account**.

Account list. A grouping of accounts created by a user for use in the Data Entry, Database, and Reports windows.

Accumulate. A data load option that adds the values in a data load file to the existing values within the application. *See also* **Merge, Replace**.

Adjustment. *See* **Journal**.

Application. A set of organizations, accounts, data categories, and other elements that you use together to meet a financial reporting requirement. For example, you might want to set up one application to meet monthly reporting requirements and another application to meet budget reporting requirements.

Application currency. The default reporting currency of the headquarters. The system translates all currencies in relation to the application currency. For each application you define, you must select an application currency and set up currency translation defaults. *See also* **Currency**.

Application Element report. A security report that shows which application elements use the specified security class.

Application load optimization. A feature that allows you to specify how many accounts, entities, categories, and reports exist in an application. This information allows the system load file to optimize performance when loading application elements from an ASCII text file.

Argument. A string that identifies Hyperion Enterprise applications and application elements, such as entities and categories in formulas. Arguments, which follow functions in a formula, are separated by commas (,) and enclosed in parentheses ((   )). An argument can consist of text, such as an account ID, or cell references.

Asset account. An account type that stores values that represent the assets of a company.

Auto-reversing journal. A function used to enter adjustments that you want to reverse in the next period. Auto-reversing journals affect two periods of data. You post an auto-reversing journal to adjust values in one period. When you open the next period, the system automatically creates and posts a journal that reverses those adjustments.

Balance account. An account type that stores unassigned values that relate to a particular point in time.

Balanced journal. A journal in which the total debits are equal to the total credits. You must enter equal debits and credits within a balanced journal before you can post the journal.

Base entity. An entity at the bottom of the organization structure that does not own other entities.

CALC status. A consolidation status that indicates that formulas in methods have changed. You must reconsolidate to recalculate values for the affected entity.

Category. A container that differentiates between the types of data you can maintain, such as budget, actual, and forecast data.

Category attribute. A setting that determines how the system displays, processes, and organizes data in the category. Data is organized by periods and frequencies. Using category attributes, you can set the number of periods a category contains and the number of periods per year for which it stores data.

CHANGED status. A consolidation status that indicates data has changed for an entity.

CHART method. The default chart method generated by the system. It includes statements or expressions that apply throughout the system.

Chart method. A group of formulas used to calculate data in the application. There are two types of chart methods: default chart methods and special chart methods. Default chart methods define the general formulas used throughout the system. Special chart methods define exceptions to the special chart methods formulas. *See also* **Method**.

Chart of accounts. A master list of all the accounts that you use to load and enter data, make journal adjustments, consolidate data, and create and run reports. In Hyperion Enterprise, you define all accounts for all organizations in an application in one chart of accounts. The chart of accounts contains the IDs, descriptions, and attributes for all accounts in an application.

CHARTDSM chart method. The automatically generated chart method that is executed on the elimination, translation, proportion, and contribution detail.

Child. *See* **Dependent entity**.

Child rate accounts. An option that enables the use of rate accounts other than the accounts in the Global account group for currency translation. If you select this option, during consolidation, the system uses the rates from the child's non-global account.

Code. A label that you assign to accounts, entities, methods, or journals to group these elements in your application. Codes can be used as a reporting tool or to filter application elements such as entities and accounts in entity and account lists.

Comment (in formulas). An alphanumeric string that provides information for system administrators and users about the formulas you create.

Consolidation. The process of gathering data from dependent entities and rolling the data up to parent entities. Once you enter or load data into dependent entities, you perform a consolidation to roll up the data through the organization. As data consolidates, consolidation and translation methods perform calculations on the data.

Consolidation detail. The values that result from the consolidation of data from a dependent entity to a parent entity, including translated, proportion, elimination, parent adjustment, and contribution detail. Storing this detail provides a separate detailed audit of each dependent. *See also* **Parent journal, Parent adjustments, Translation detail**.

Consolidation method. A method composed of formulas that are executed when dependent data rolls up to parent entities during consolidation. You use consolidation methods to define such processes as accruals, eliminations, and reclassifications. The system generates the CONSOL default consolidation method for you to enter formulas for consolidation.

Constant. Any negative or positive real number.

Conversion table. Lists of external account or entity IDs from other systems, such as general ledger systems and their equivalent Hyperion Enterprise account or entity IDs. You use conversion tables in the Database window when you load and extract data. By matching external IDs to internal Hyperion Enterprise IDs, you tell the system where to store data when you load it into or extract it from Hyperion Enterprise. *See also* **Account conversion table**.

Currency. An entity attribute that represents the type of money that an entity uses. You select a currency for an entity from all currencies previously defined in the application. *See also* **Application currency**.

Custom function. A user-defined macro that allows you to create your own formula functions. A custom function is useful when a logical expression is frequently repeated throughout a method or methods.

Data view. A category setting that determines the default view in the Database and Data Entry windows. You can assign either a periodic data view or category-to-date view.

Dependent entity. An entity that is owned by another entity in the organization.

Destination account. For any formula, the account that contains the value of the formula specified after the equal sign. For example, in the following line of a method, Account A is the destination account: #ACCOUNTA= #ACCOUNTB+#ACCOUNTC

Detailed storage model (DSM). *See* **Consolidation detail**.

Dynamic list. An account or entity list in which contents are based on a set of filter criteria. The contents of a dynamic list can change as account and entity attributes change.

Dynamic organizations. An application setup option that allows the user to create unique organization structures for each category and period of an application.

Dynamic view account. An account that is calculated based on the current view and frequency. Dynamic view accounts are used to calculate ratios within chart methods and always apply to all categories in an application.

DYNVIEWACCTS chart method. The automatically generated chart method used to enter formulas for dynamic view accounts. Only certain functions are available for dynamic view accounts.

Eliminations. An entity attribute that indicates an entity will be used to store intercompany eliminations.

Entity. Organizational units that can represent divisions, subsidiaries, plants, regions, products, or any other financial reporting units.

Entity attribute. One of the items that qualifies an entity, including currency, chart methods, security class, substructure, code, and scale.

Entity conversion table. *See* **Conversion table**.

Entity list. A user-defined subset of the entities in an application that have been grouped for use in report and schedule definitions or for database functions such as data extract.

Entity ownership. Information that defines the relationships between a child and parent entity in an organization. Entity ownership consists of the percent consolidation, the percent ownership, the percent control, the consolidation method, and the translation method.

Expense account. An account type that stores periodic and year-to-date values that decrease net worth if the value is positive.

Expression. Used within formulas, expressions can be numbers, application element IDs, arithmetic symbols, and functions that tell the system what values to use. You enclose expressions in parentheses ((   )) to separate them from functions and other expressions.

Extract. A feature of the Database module that allows you to transfer data from an application into an ASCII file. When you extract data, you use data formats to tell Hyperion Enterprise how to format the data within the resulting ASCII file.

Fixed list. A static list that contains individually selected accounts or entities. This list does not change unless you manually add or remove accounts or entities.

Flow account. An unassigned account type that stores period and year-to-date values.

Formula. A logical equation that includes the functions, operators, and expressions you assign to accounts in methods, update rules, and custom functions.

Formula function. *See* **Function**.

Frequency. The time intervals at which a category tracks data, such as daily, weekly, or monthly.

Function. A keyword that tells the system to retrieve specific account values or perform specific calculations. For example, the Average function tells the system to average the values of a specified account for the current and previous periods.

IMPACTED status. A consolidation status that indicates that the data that rolls up to this entity has changed.

INACTIVE status. A consolidation status that indicates this entity is not active for the current period. This status appears only in applications with organizations that vary by category and period.

Income account. An account type that stores periodic and year-to-date values that increase net worth if the value is positive.

Intercompany dependent table. A table that displays all intercompany entities, including direct and indirect dependents, of any parent in an organization. This table displays consolidation information for each intercompany dependent, including percent consolidation, percent ownership, percent control, and consolidation method.

Intercompany elimination. The process of matching accounts to eliminate any intercompany transactions from your organization's consolidated totals.

Intercompany matching. The process of comparing balances for pairs of intercompany accounts within an application. Intercompany Receivables are typically matched or compared to Intercompany Payables. The system uses these matching accounts to eliminate any intercompany transactions from your organization's consolidated totals. *See also* **Plug account**.

Intercompany matching group. Intercompany account pairs you define to specify the accounts that are matched and eliminated during consolidation.

Intercompany Matching report. A report that compares the balances of intercompany account pairs and indicates if the pair is in balance or out of balance.

Intercompany subaccount table. A table used for storing intercompany detail balances. An intercompany subaccount table contains accounts that have the same IDs as the intercompany entities in the application.

Journal. A set of debit/credit adjustments to account balances for one category and period. You use journals to record changes in account values and maintain an audit trail of those changes.

Journal numbering. An option that activates an automatic numbering process for journal entries. If you select the Number Journals Automatically option when you create an application, you can use the Journal Numbering options in the Categories window to set up how the journals are numbered in the current category. If you do not use this option, the journal ID is the only identifier for the journals in the application.

Liability account. An account type that stores "point in time" values that represent the liabilities of a company.

List. *See* **Account list**, **Entity list**.

Load. A process that allows the loading of data from ASCII files into the application. When you load data, you use data formats to tell Hyperion Enterprise how to interpret data from external systems.

LOCKED status. A consolidation status that indicates that this entity contains data that is locked for the specified period.

Locking account. An account that must contain a value of zero before an entity can be locked. This is used to ensure that an entity is in balance before being locked.

Merge. A data load option that clears existing values only from the accounts specified in the data load file and then replaces them with the values in the file. Unlike the Replace option, the Merge option clears only the values from the accounts specified in the load file. *See also* **Accumulate, Replace**.

Method. A group of formulas that you use to calculate data in the application. When you define a method, you design, create, and check it for errors. You use the Method window to create, check, and edit methods. Methods are assigned to entities. *See also* **Translation method**.

Missing data. Data that is missing from a period when data has not been entered or loaded in the period, but data exists in a subsequent period. A missing data condition exists when an account contains data for a prior and/or future period but not for the current period. When the system processes data, missing data is always considered to be zero.

Name. *See* **Entity**.

NO DATA status. A consolidation status that indicates that this entity or account contains no data for a period.

Node. Any entity-to-parent relationship.

OK status. A consolidation status that indicates that the entity has already been consolidated, and data has not changed. You do not need to consolidate this period, but you can force consolidation using Consolidate All or Consolidate All with Data.

Organization. A set of reporting entities linked together to define a financial reporting structure.

Ownership by period and category. *See* **Dynamic organizations**.

Parent adjustments. Journal entries that are posted to a node within an organization.

Parent entity. An entity that owns other entities in the organization. *See also* **Entity.**

Parent journal. Journal entries that are posted to a node within an organization.

Percent consolidation. The percentage of an entity's values that consolidate to its parent.

Percent control. Indicates the extent to which an entity is controlled within an organization. You can use percent control for determining consolidation method assignments in dynamic organizations.

Period. Time intervals in a category.

Periodic value method (PVA). A process of currency translation that applies the periodic exchange rate values over time to derive translated results.

Plug account. An account in which the system stores any out of balance differences between intercompany account pairs.

Point of view. A set of elements within Hyperion Enterprise that are used to qualify or address a specific data point within the application. The Hyperion Enterprise point of view elements are organization, category, period, entity, and account.

PVA. *See* **Periodic value method**.

Recurring template. A function that allows you to make identical adjustments in every period. Instead of creating a regular journal for each period to post these adjustments, you can create a recurring template that contains the adjustments. When you open a period, the system automatically creates a regular journal from the template. You can post the journal immediately, or you can edit it before posting it.

Regular journal. A feature used to enter one-time adjustments for one period only. Regular journals can be balanced, balanced by entity, or unbalanced.

Replace. A data load option that clears the existing values from all accounts for the periods specified in the data load file and then loads the values from the data load file. If an account is not specified in the load file, its values for the specified periods are cleared during the load. *See also* **Accumulate, Merge**.

Rollovers. A process used to move information from a source category to a destination category and to clear data from the source category. After the rollover is performed, the start dates of the source and destination categories are incremented.

Roll-up. *See* **Organization**.

Scale. The units you use to enter or view data in the Data Entry and Database windows.

Schedule. A table of accounts and periods for a specific reporting entity and category of data. You can use schedules to view and enter data. A schedule can contain one or two account lists.

Security. A feature that allows you to control access to Hyperion Enterprise tasks and application elements. You use security to protect data and to prevent unauthorized users from viewing, accessing, or changing data. You can apply security to specific tasks or application elements.

Security class. Set of securable items classified by job function, department, or criteria based on the design of an application. User groups have varying levels of access rights to security classes in an application. Individual users can also have specific access rights to security classes that override the access rights associated with the user group to which the users are assigned.

Shares. Units or percentages that indicate the ownership between entities in the application.

Standard templates. A journal function used to post adjustments that have common adjustment information for each period. Instead of creating a new regular journal every month, you can create a standard template that contains the common account IDs, entity IDs, or amounts. You can use the template as the basis for many regular journals that contain similar adjustment information.

Start period. The period in which you begin storing data for a category. The start period is generally the period at the beginning of a fiscal year, but you can use any period in the year. The start period also depends on the frequency of the category.

Start year. The year of the first period in the category. For a category that stores more than one year of data, you enter the year that the data begins. You must enter four digits for the start year.

Subaccount table. A table of detail accounts that can be attached to major accounts within the application.

Substructure. An entity attribute that allows you to create a set of subentities below an entity. You can assign a substructure to a base entity only. You select a substructure from a list of all substructures previously defined in the application.

Task report. A security report used to determine which tasks are assigned to a specific security class.

Top entity. An entity that does not have a parent. In each organization, there is one parent entity, called the top entity, that does not have a parent. All entities ultimately report to the top entity.

Top-level journal. *See* **Parent journal**.

Translation detail. A component of the consolidation detail which stores the translated results of an entity.

Translation method. The method that performs currency translations when consolidating data. The translation method contains a set of formulas that determine how to translate an entity's currency during consolidation. *See also* **Method**.

Unbalanced journal. A feature that allows the user to post single-sided or non-balanced journal entries.

UNC. *See* **Universal naming convention**.

Universal naming convention (UNC). A system format used in the Hyperion Enterprise Add Application dialog box and in Load and Extract dialog boxes that identifies network servers and share points on servers. UNC paths allow logical connections to network devices without the need to specifically reference a network drive letter. UNC names start with two back slashes followed by the server name.

Unowned entity. An entity that does not appear in any organization. For example, if you delete the entity USWEST from the CORP organization, and USWEST is not a part of any other organization, it becomes an unowned entity. When an entity becomes an unowned entity, the system retains all data associated with the entity.

User group. A set of users that have similar security requirements. You assign access rights to user groups for security classes. User group members can be individual users or other user groups. Users must belong to at least one user group.

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